GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

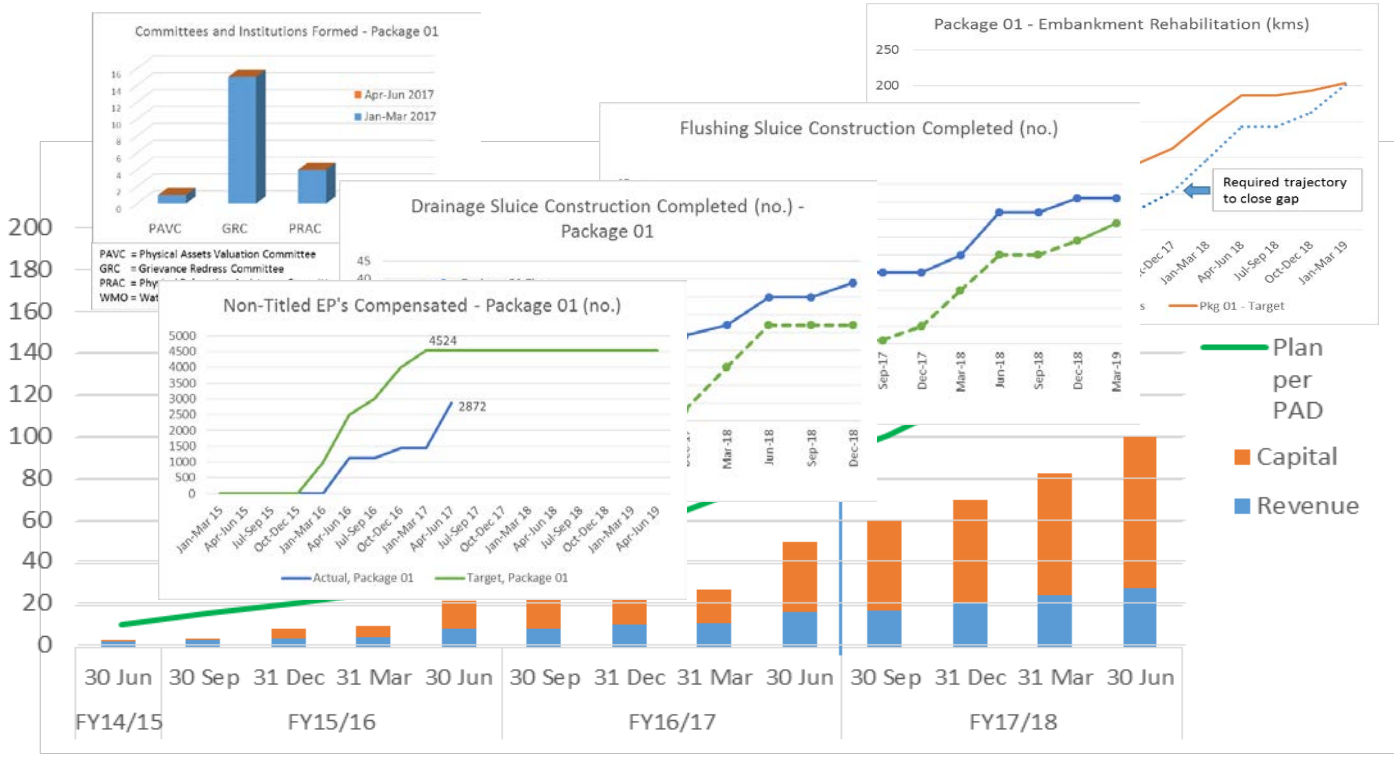
MINISTRY OF WATER RESOURCES

BANGLADESH WATER DEVELOPMENT BOARD

COASTAL EMBANKMENT IMPROVEMENT PROJECT, PHASE-I (CEIP-I)

Technical Report and Users' Manual/Training Manual

CEIP-1 Web-based PMIS



Third Party Monitoring & Evaluation (M&E) Consultants of Overall Project Implementation

(CONTRACT PACKAGE NO.CEIP-1/ C2/S3)

Sheladia Associates, Inc. (USA)

in association with BETS Consultants, Ltd. (Bangladesh)

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Chapter-01: Technical Report

1.1 What is the CEIP-1 Web-Based PMIS?

- It is an easily-accessible means for stakeholders to monitor the plans, progress and achievements of the project via the internet
- It brings accurate and relevant information to management within the required time frame, and helps to speed up the decision-making process and any action necessary to ensure that the project is on track in terms of time, budget and objectives

1.2 Who are the users?

The PMIS is a tool that would provide information to the PMU, PSC, the individual implementing agencies who must coordinate and integrate their activities, the Consultants, the World Bank and the public.

1.3 Performance specifications require that the system:

- Allow the user to easily view, edit, query and generate tables, graphs and maps for specified time periods using tabular and spatial data with the associated attribute data.
- Institutes a process for collecting and using project information to provide an effective tool for monitoring of all CEIP-I work.
- Be sufficiently flexible to be adapted to additional works and additional projects in the future.
- Be compliant with existing BWDB hardware and software.
- Be complementary to other BWDB and GOB monitoring systems and not duplicate efforts.
- Be managed by the M&E Consultants in collaboration with BWDB during the implementation of CEIP-1 and then taken over by BWDB staff for possible adaptation to other projects.

1.4 Roles in the Development and Maintenance of the System

Sl.	Function/Role	Responsibility	Suggested Timeframe
1	Development of the Web-Based PMIS	M&E Consultants	Beta version 2017 Complete version 2018
2	Providing Data and Information for the underlying database	DDSC&PMS Consultants, Contractors, PMU, M&E Consultants	Ongoing until completion of CEIP-1
3	Data validation	M&E Consultants on spot-check basis	Ongoing until completion of CEIP-1
4	Uploading of data and information	M&E Consultants initially, with transfer to BWDB IT staff in later stages of CEIP-1	Ongoing until completion of CEIP-1
5	Addition of CEIP-1 PMIS link to BWDB main home page after Beta testing completed	BWDB Headquarters	2018
6	Housing of the system – Initially, on M&E Consultants' server By 2018, on BWDB server beside BWDB main server	M&E Consultants and BWDB IT Team	Consultant server, 2016-2018 BWDB server, 2019 onward
7	Procurement of dedicated server	BWDB	By end of 2018

Sl.	Function/Role	Responsibility	Suggested Timeframe
8	Training of BWDB and other stakeholders in system use	M&E Consultants	2017 onward
9	Maintenance of hardware and server	BWDB	2019 onward

1.5 Hardware and Physical Requirements

Eventually, either BWDB's existing server will have to be partitioned to host the CEIP-1 PMIS database (adding a Windows-based operating system) or two new servers will have to be procured under CEIP-1. At the present time, the PMIS is hosted on the server of the M&E Consultant team at BETS' offices in Gulshan-1. Once the hardware is procured (or decision to partition the existing BWDB server is made), the CEIP-1 web-based PMIS will be installed on the BWDB server.

It should be noted, for clarity, that viewing is possible on any computer that has an internet connection. The hardware requirement described below are for hosting the system.

Main Server:

Sl.	Hardware Specifications for Hosting
1	• Processor - Intel Xeon E5-2603 v4
2	• Clock Speed - 1.7GHz, 15M Cache, 6Core
3	• RAM (GB) - 32GB
4	• Ram Slots - 2
5	• HDD (GB) - 4 x 300GB
6	• RAID Controller - PERC H330 Integrated RAID Controller
7	• Power Supply - Redundant II PSU

Backup Server:

Sl.	Hardware Specifications for Hosting
1	• Processor - Intel Xeon E3-1240 v5
2	• Clock Speed - 3.5GHz, 8M cache, 4C/8T, Turbo (80W),
3	• RAM (GB) - 16GB
4	• Ram Slots - 1
5	• HDD (GB) - 2x1TB
6	• RAID Controller - PERC H330 Integrated HW RAID Controller
7	• Specialty - Remote Management: ECC iDRAC8

Physical Space:

A shelf in a cool, secure room with high capacity internet access.

BWDB Headquarters in Motijheel has an appropriate room where their current servers are maintained. It is recommended that the hardware be located at the headquarters rather than at CEIP-1 PMU since an appropriate temperature-controlled and access-controlled room exists with backup power supply, good bandwidth and qualified technicians. The CEIP-1 system administrator can be located at PMU (or anywhere) and he/she would control the data and information entering the system, the content that can be viewed and the style of presentation.

1.6 System Software Requirements

Element	Requirements
Operating System	Microsoft Windows Server 2012 R2 (64 bit) Enterprise Edition with 25 CAL
Development Tools (Front-end Tools)	Microsoft Visual Studio 2013
Web Server	Internet Information Services 7 or higher
Application Server (GIS Tools)	ASP Map
Data Server (Back-end Tools)	PostgreSQL & Geo-spatial Database

Why we use Windows based system for web based PMIS

A Windows-based system has been used for a number of key reasons.

- Cost – Windows-based software is already developed while Linux-based database uses open source GIS and database which requires expensive programming.
- User-friendliness – Windows (asp.net) has many established user-friendly features and extensive help files.
- Experience of BWDB - FFWC –Used ASP Map in applying remote sensing technology under the River Basin Management Project.
- Sustainability – The BWDB IT team will be able to adapt the system more easily for future projects or project changes. Most of the programming expertise available in Bangladesh is Windows-based for developing GIS based applications. For example in BBS – they have used ArcGIS Server (Windows based), RAJUK uses ASP Map, KDA uses ASP Map, CDA uses ASP Map and many others do as well.

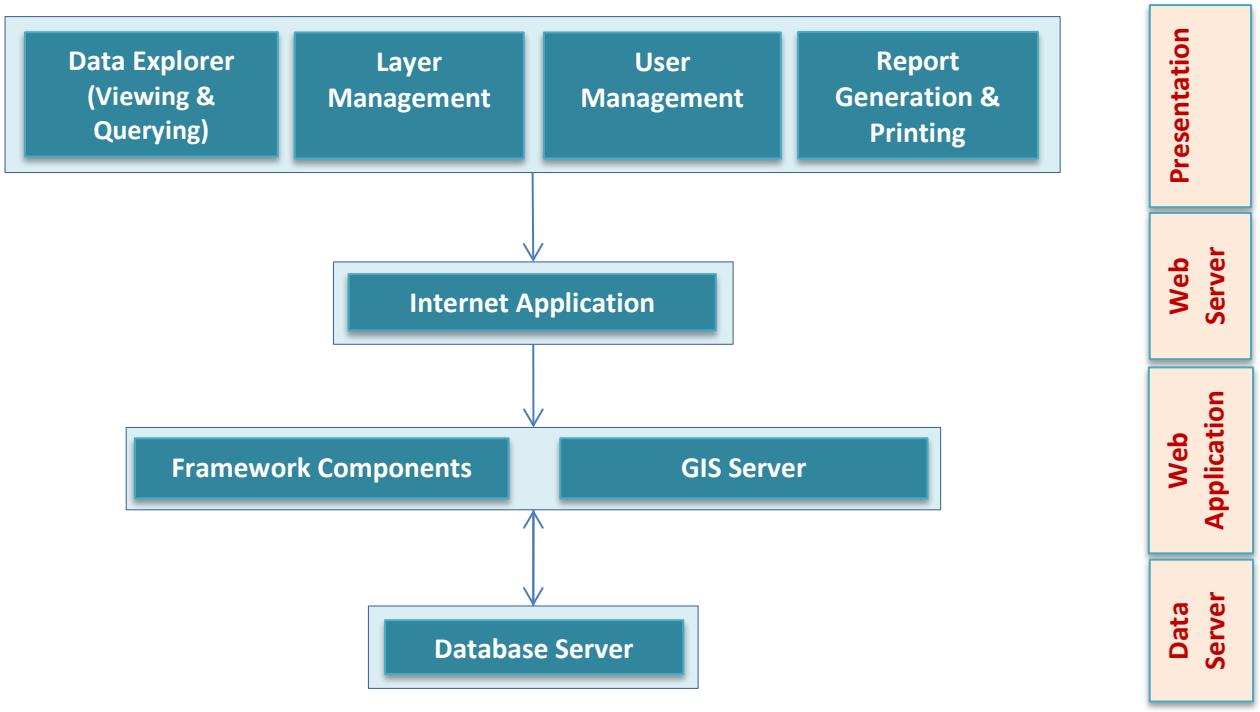
So, we have chosen Windows ASP Map as the software which will give BWDB a ready-made solution for the server side application tool.

1.7 Staffing Requirements

The existing staff of BWDB can manage the minimal additional work of looking after the server – re-setting it as needed and managing routine backup of the primary server.

As to the later stage of updating and adapting the software for other polders and projects, additional discussion is needed to determine the level of interest and the type of staff that would be needed. This discussion is best done after gaining some experience with the CEIP-1 Web-Based PMIS.

1.8 Structure and Content of the System



1.9 List of Data Sources

Type of Data	Source
Engineering Progress	DDCS&PMSC, Contractors, M&E Consultants, PMU
Financial Data (Compensation, Expenditures, etc.)	PMU, World Bank
Social/RAP/LAP/GRM	RAP Consultants through DDCS&PMSC, PMU
Environmental Data	DDCS&PMSC, M&E Consultants, PMU
Afforestation Data	NGO, DDCS&PMSC, M&E Consultants, PMU
Procurement	PMU
Staffing	All
Institutional/Capacity Building	DDCS&PMSC, M&E, PMU, NGO
Impact Data	M&E Surveys and analysis

1.10 Permission Levels for Access

Element of PMIS	Permission Group						
	Sr. BWDB Officials	PD	PMU Staff	DDCS+PMS Consultants	M&E	WB/PPCR	Public
Financial	Full	Full	Full	Partial	Partial	Full	Partial
BoQ	Full	Full	Full	Full	Full	Full	Full
Procurement	Full	Full	Full	Full	Full	Full	Full
Documents in PDF	Full	Full	Full	Full	Full	Full	Partial
Others	Full	Full	Full	Full	Full	Full	Full

Chapter-02: User Guide for browsing web based PMIS

2.1 Address of web site

The web based PMIS software is available on the website http://117.58.247.164/ceip/ and the home page appears as shown is figure-1.

Open the web site-click this link- http://117.58.247.164/ceip/

Figure 1: Home Page of Web Based PMIS

2.2 Quick Reference Guide – CEIP Web-based PMIS

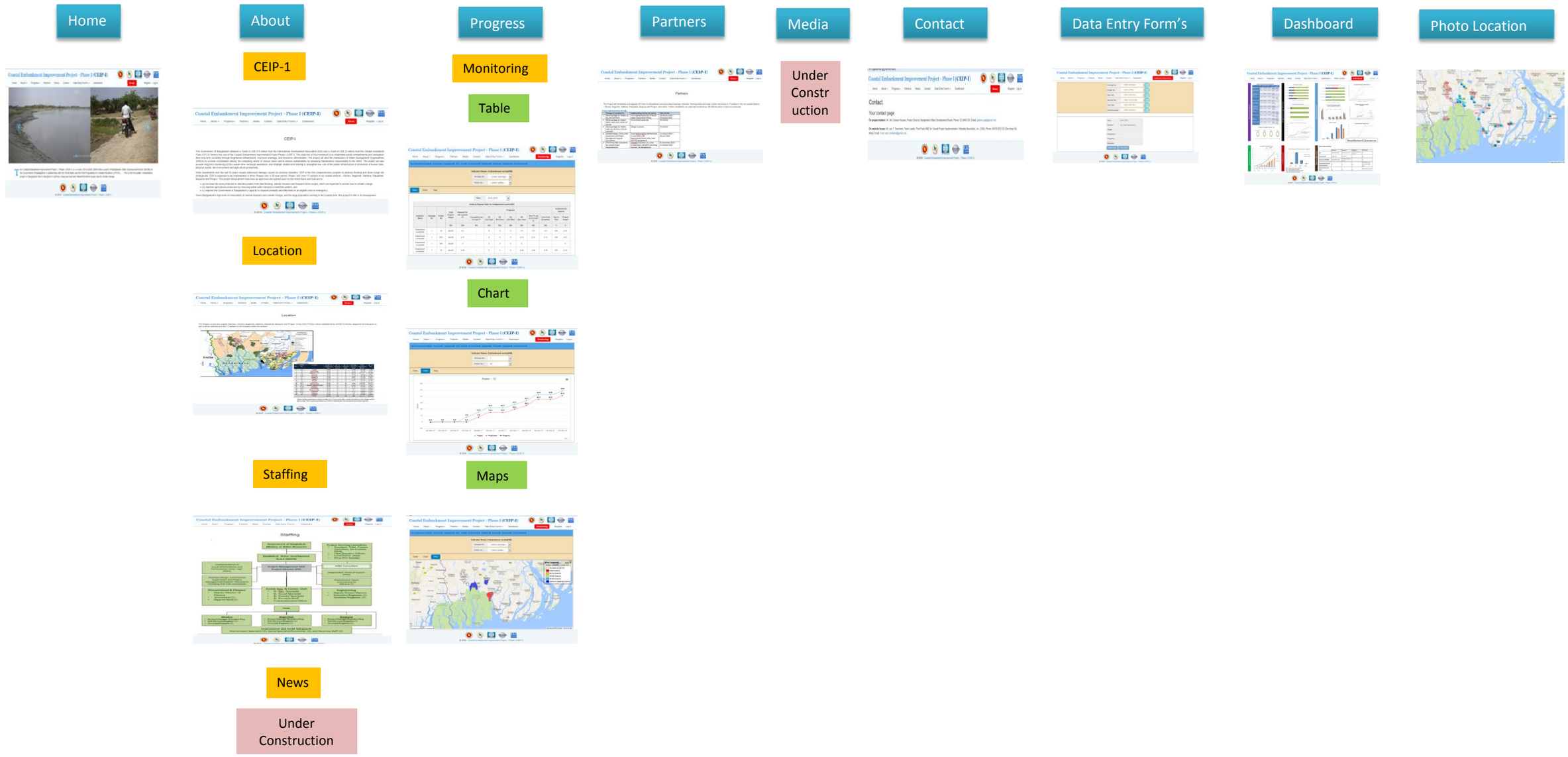
Table 1: Main Functions of Web-based PMIS

Action	Instruction
To access the CEIP-1 Web-based PMIS	Open your browser and type in 117.58.247.164/CEIP
Login	None required to view most information
Data entry	Login required and this is limited to M&E Consultants for now
Dashboard view (recommended for senior officials)	Click on Dashboard, then click any chart to enlarge; escape to return to normal view
View detailed data and information	Use pull down menus for the category of data of interest, including package-wise and polder-wise data. May have to scroll down to see all charts if viewing data on all polders of a package.
Change year of data to be viewed	Use pull down menus in the "Progress Monitoring" section
Change manner of data presentation	Click on Table, Chart or Map as desired.
Print or Save	For Tables and Maps – right click, print For Charts – click on icon in upper right corner and click desired action For PDF Documents – right click to open in new tab and then view, save or print

2.3 Quick over view of web based PMIS

The below figure is showing quick over view of web based PMIS. All tabs have been shown in the below figure. This system is still under process of development so the viewer will not be able to get all information now.

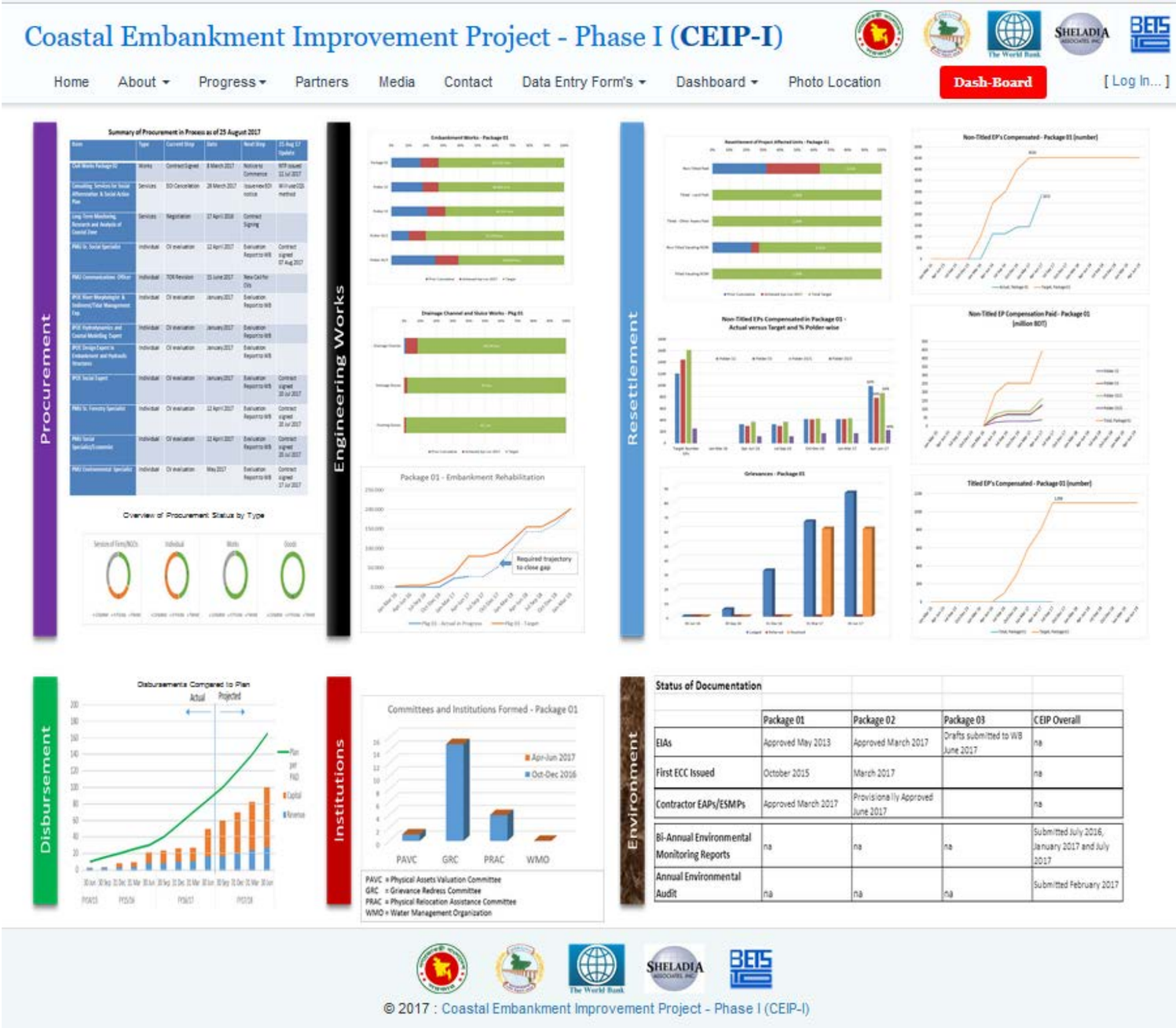
Figure 2: Overview of web based PMIS tabs



2.4 Quick over view of Dashboard of PMIS

The following figure shows the dashboard, which contains quarterly progress of CEIP-1 works covering Procurement, Engineering, Resettlement, Disbursement, Institutions & Environment. Issues and Project Documents have also been added to the on-line dashboard.

Figure 3: Dashboard with CEIP-1 and Package 01 Overview



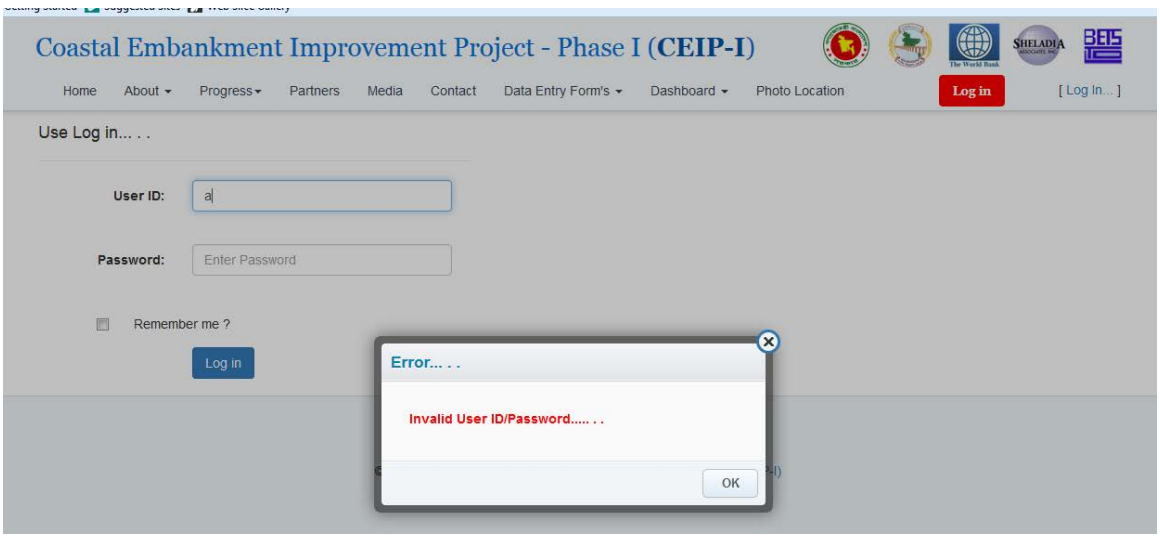
2.5 Login Page

After clicking on the "[Log in]" tab, the user gets the login screen as shown below figure-4. In the login screen, the user can type User Name and Password allotted to her/him by the category of access permitted and click on 'login' button for entering into the application.

For example:
The user name and password – "mrk" is allotted for data entry user as shown in figure-4 (Note that this is just an example and not an actual username.) If the user enters wrong user name and password, then user will not get access to the system and the user will get the message "invalid user ID/Password" as shown in figure -5.

Figure 4: Login form to enter data in to the system

Figure 5: Error showing after enter wrong user ID/Password



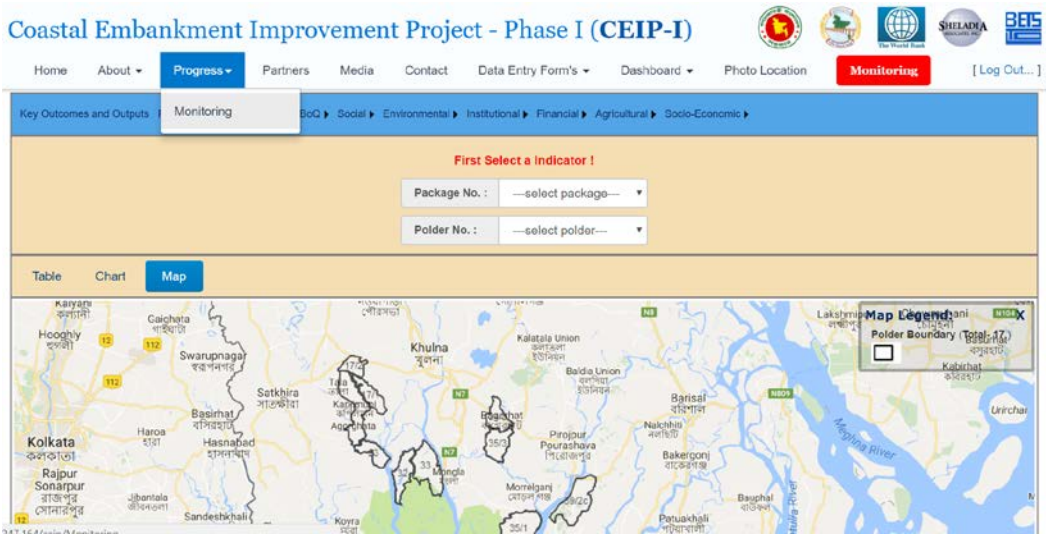
After clicking on the login button, the user will get the menu according to his/her access rights.

2.6 Project Monitoring

Viewing of progress of project work, user click on progress table, then monitoring as shown in figure-6. There are 10 sub tabs under monitoring tab as follows:

1. Key output and outcomes
2. Procurement
3. Engineering
4. BoQ
5. Social
6. Environmental
7. Institutional
8. Financial
9. Agricultural
10. Socio-economic

Figure 6: Progress of project work tab



2.7 Physical Progress Work

After clicking Monitoring, view physical progress of CEIP-1 works by clicking Engineering – Construction and then any number of sub-menu items such as – Embankment works-Embankment works (kms) as shown in figure-7. In every physical progress works selection, there are 3 types of information available in the web-based PMIS:

1. Table
2. Chart
3. Map

Figure 7: Physical Progress of CEIP-1 works

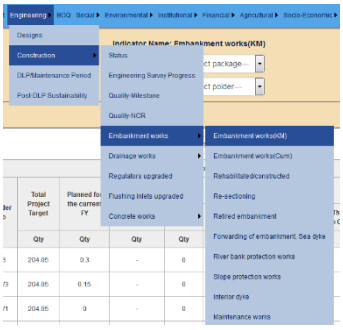


Table: This section has data of physical progress works in tabular format as shown in figure-8. Data can be viewed by package (still under construction as of this date) and by polder and for the time periods offered in the pull-down menu.

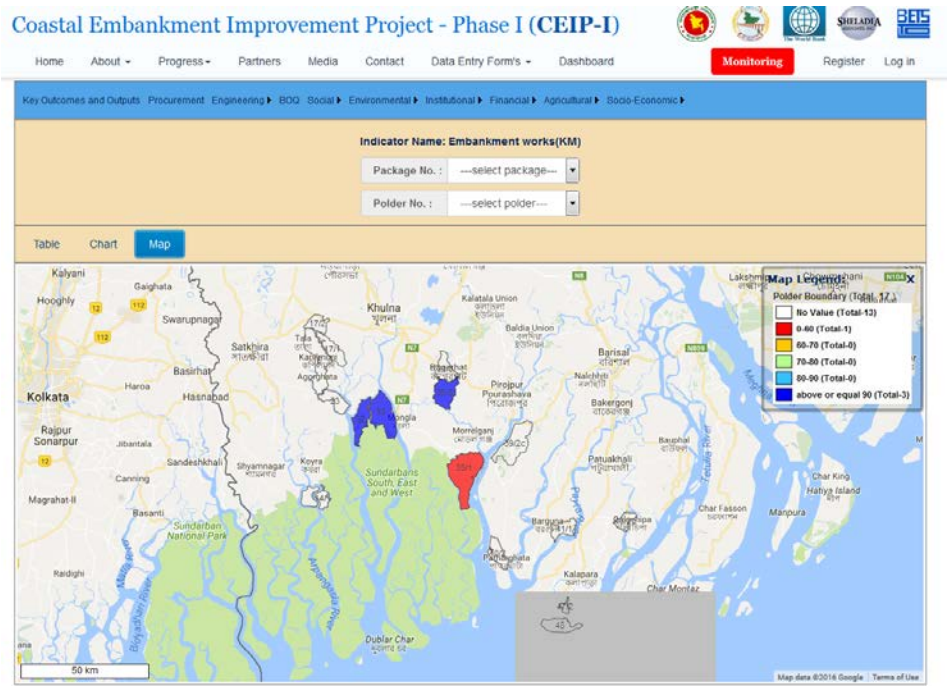
Figure 8: Physical Progress Works in Tabular Form

Chart: Target (blue line) is according to the approved Contractor's Work Program as shown in figure -9. Actual progress is shown up to the most recent reporting date (black line) and the projection (red line) is built from the current period until contract end date.

Figure 9: Progress of work and projection vs target

Map: The map is illustrative of progress work of the project. The legend will indicate % achievement against plan as shown in figure-10. This aspect is still under development.

Figure-10: Progress of work of the project showing in map



Chapter-03: Data Entry

3.1 Description of data entry form

Data entry forms are currently classified into 7 main tabs and a number of subtabs. Main tabs and subtabs have been developed based on different types of indicators. Table-3 shows groups of indicators follow by main and subtab content areas for data entry.

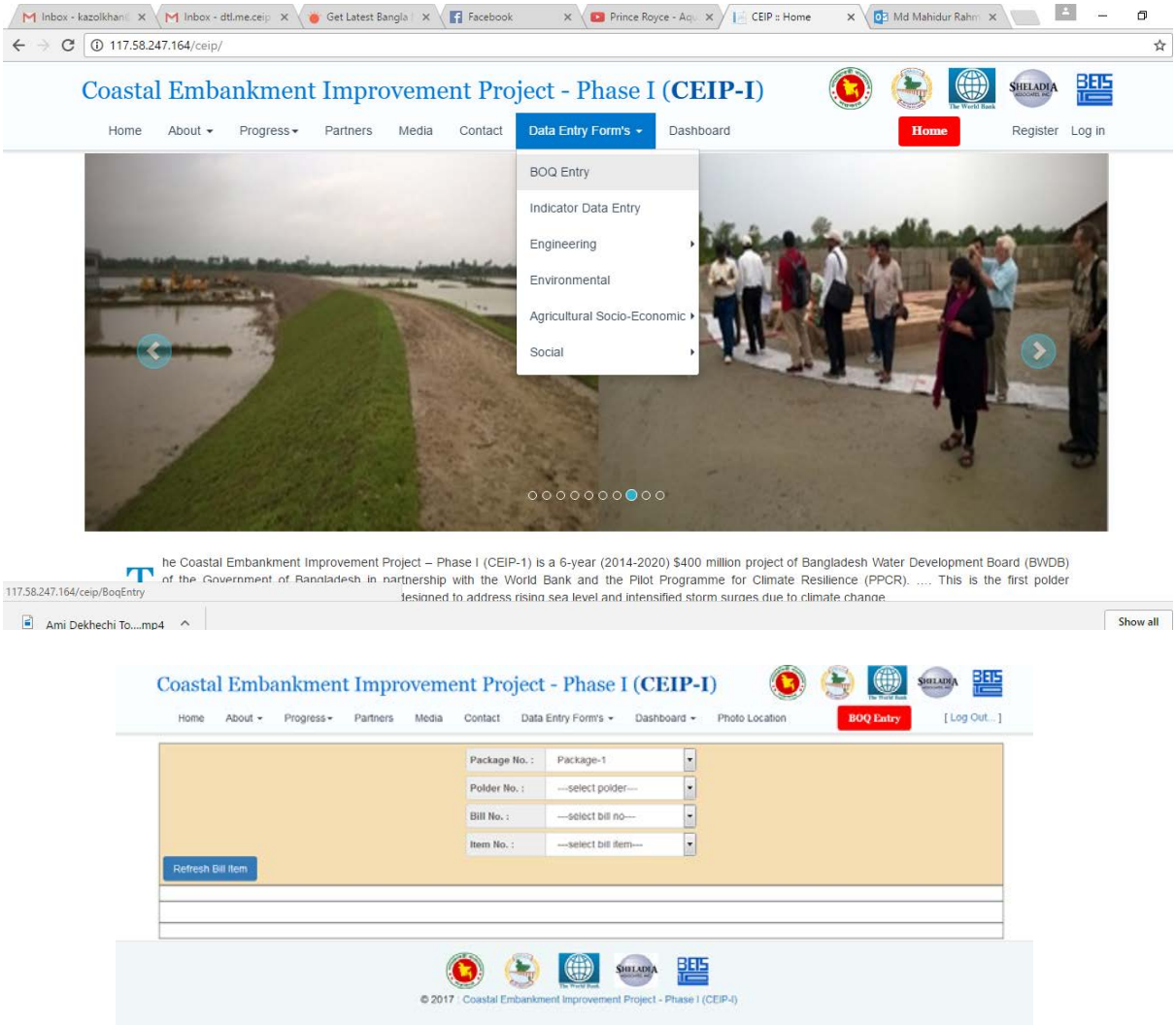
Table-3: Data Entry Organization by Groups of indicators

Sl. No	Name of Tab	2nd Tab	3rd Tab	Table No
1	BOQ Entry			No of tables for multiple Indicator
2	Procurement			No of tables for multiple Indicator
3	Physical Progress Work Data Entry			Table-4
4	Engineering (Other than Physical Progress Work Data)			
		4a. Construction		
			4ai. Status	No of tables for multiple Indicator
			4aii. Quality-Milestone	No of tables for multiple Indicator
			4aiii. Quality-NCRS	No of tables for multiple Indicator
		4b. DLP/Maintenance Period	Maintenance Works	No of tables for multiple Indicator
		4c. Post-DLP Sustainability	Sustainability Works	No of tables for multiple Indicator
5	Environmental (Other than Physical Progress Work Data)			Table-5
6	Agriculture Socio-Economic			Table-6
7	Social			
		Social a		No of tables for multiple Indicator
		Social b		No of tables for multiple Indicator
		Social c		No of tables for multiple Indicator

3.2: BoQ Data Entry

After clicking on the BOQ Entry under Data Entry Forms, the user gets the pull-down menu as shown in figure-10.

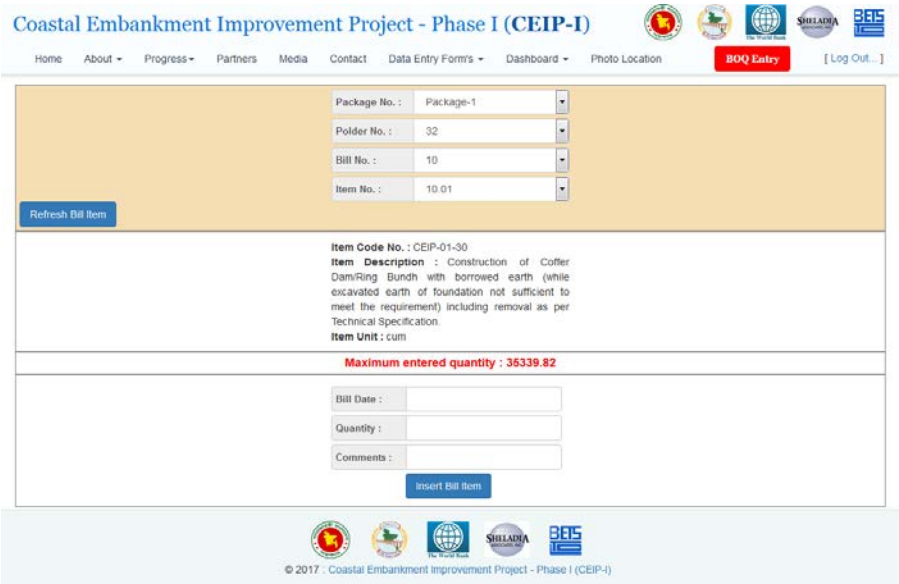
Figure 10: BoQ Entry Tab and Login Screen



Now, the user can start data entry following the steps for BoQ as shown in the lower part of figure-10.

1. Choose “Package No” in Package no filed

Figure 11: Data Entry Screen for BoQ



2. After choosing package no, Polder no field will be active. If the user chooses package-1 in package no field, polder no will be shown under Package-1. Then user chooses the Polder No.
3. Choose Bill No in Bill No field.
4. Choose Item No from Item no field.

After choosing item no, additional data entry screen will be appear as shown in figure-11. User can enter data as shown in the steps below. See figure -11.

1. Choose specific date in Bill Date Field
2. Enter no of Quantity of bill in quantity field
3. Write comments in comments field

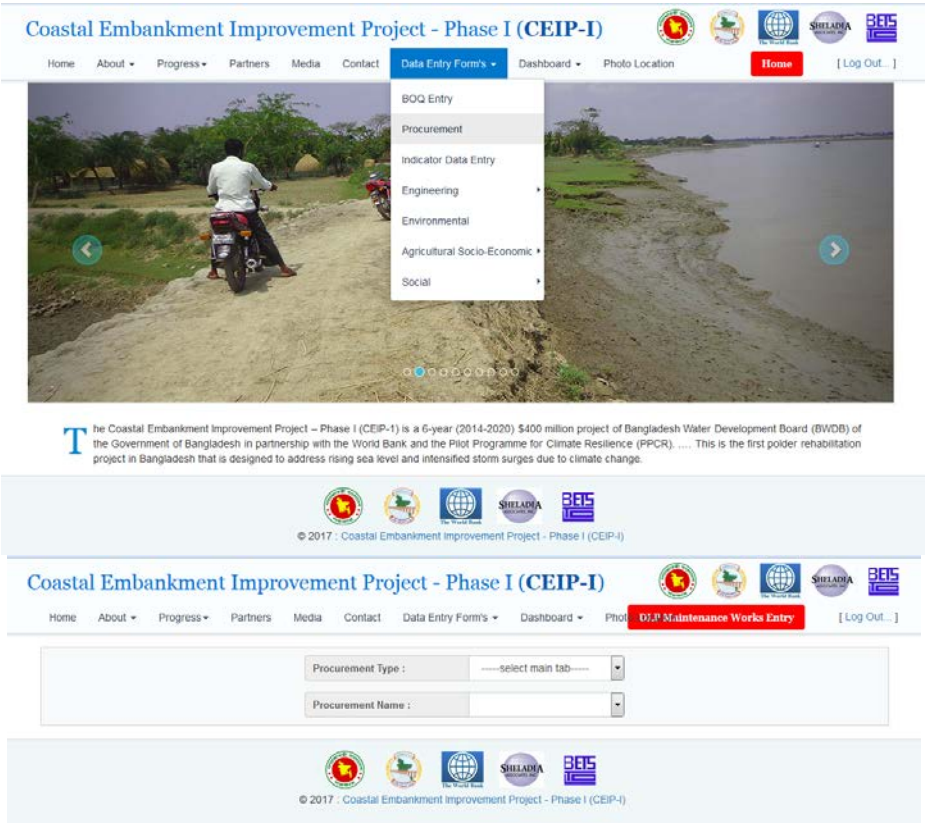
To save all the data click

If user want to refresh all data click

3.3: Procurement data entry

After clicking on the Procurement sub-tab under Data Entry Forms, the user gets the pull-down menu as shown in figure-12.

Figure 12: Procurement Data Entry Screen



Now, the user can start data entry using the steps below for Procurement in lower part of figure-12:

1. Choose "Goods/Works/Firm Consultant Service/Induvial Consultant Service " in Procurement type field
2. After choosing Procurement Type, Procurement Name field will be active, if user chooses Goods in procurement name field, procurement name will be shown under Procurement Type then user choose Procurement Name.

After choosing Procurement Name, additional data entry screen will be appear in figure-13.

Figure 13: Procurement Data Entry Screen

User can enter data in the below steps in figure -13

1. Enter "nos" in inception to date field
2. Enter "nos" in Fy 2013-14 field (FY means fiscal year, which runs from July to June)
3. Enter "nos" in Fy 2014-15 field
4. Enter "nos" in Fy 2015-16 field
5. Enter "nos" in Fy 2016-17 field
6. Enter "nos" in Fy 2017-18 field
7. Enter "nos" in Fy 2018-19 field
8. Enter "nos" in Fy 2019-20 field
9. Enter "nos" in Fy 2020-21 field

To save all the data click

3.4: Physical Progress Work Data Entry

Table-4 showing list of indicator for Physical Progress Work Data entry sub tab. In table4, there are 3 types of indicator list like financial physical progress with target value, others physical progress with target value and others physical progress without target value. Those 3 types of indicator will be entered in the same screen.

Table-4

Main Menu	2nd tab	3rd tab	4th tab
	Financial Physical Progress with Target Financial		
Financial			
	Disbursements		
	Pending Invoice Amounts		

	Payment Processing Lags		
	Compensation Paid		
		Land	
		Crops/trees/fisheries Loss	
		Moving Structure Transfer Grant	
		Structure Reconstruction Grant	
		Loss of Business Payments	
		Loss of Income by Wage Earner Payments	
		Vulnerable EP Grant	
		Loss of Usufruct Payments	
Others Physical Progress with Target Engineering			
Engineering			
	Designs		
	Construction		
		Engineering Survey Progress	
		Embankment works	
			Embankment works(KM)
			Embankment works(Cum)
			Bank revetment works
			Slope protection of embankment
			Interior dyke
			Maintenance works
		Drainage works	
			Structures
			Drainage channels re-excavated
			Drainage channels excavated(cum)
			Maintenance works
		Flushing inlets upgraded	
		Concrete works	
			Demolishing of drainage sluices
			Demolishing of flushing inlets
			Construction of drainage sluices
			Construction of flushing inlets
			Repairing of flushing inlets
			Repairing of sluices

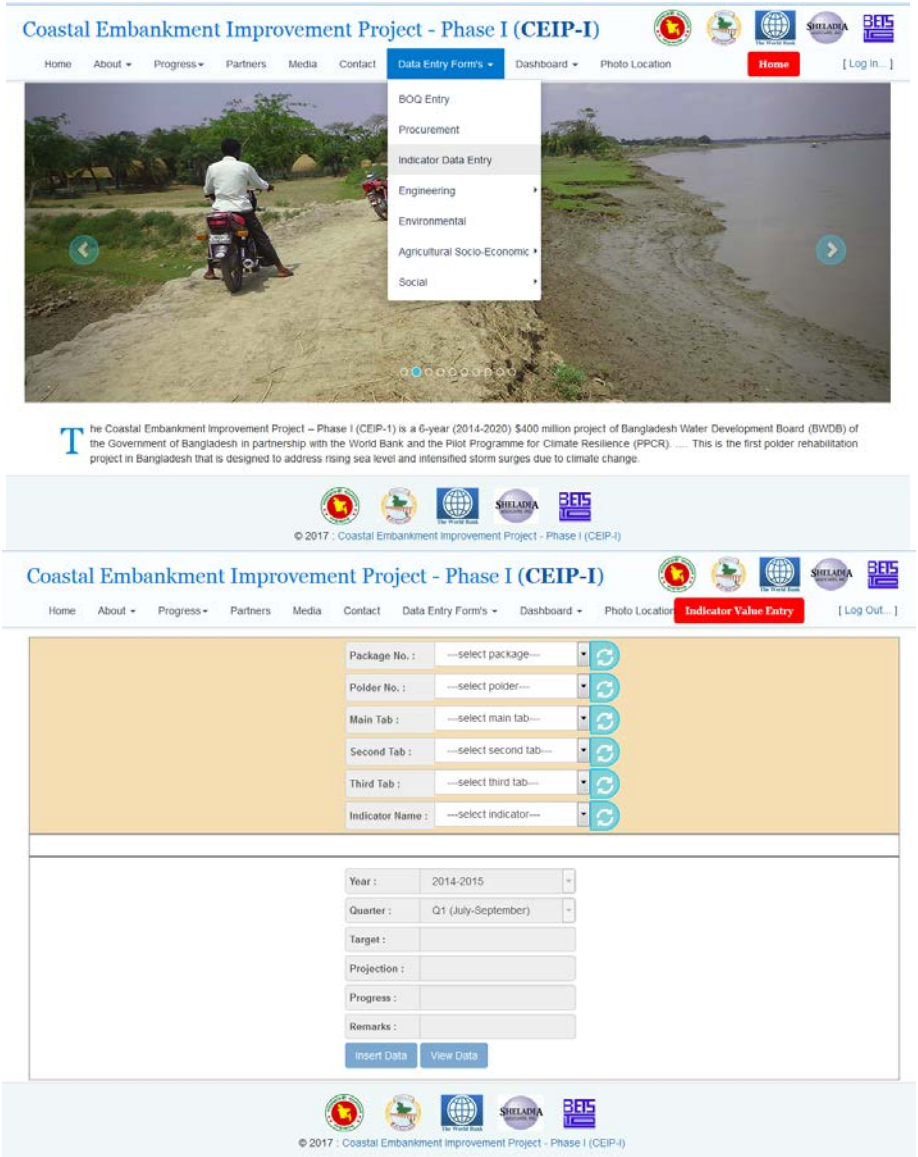
		Social	
Social			
		LAP Preparation:	
			Land survey as per designed alignment
	RAP Implementation		
		Formation of Committees	
			GRC Formed
			GRC functioning
			GRC approved by PD
		Documentation for Affected Persons	
			Photography of Eps (Non-titled)
			Photography of Eps (Titled)
			Collection of NID
			Collection of certificates from LGI Office
			Preparation & Lamination of ID cards for PAPs
			Issuance of ID cards by XEN
			Distribution of ID cards to PAPs
			Opening Bank Accounts of PAPs
		RAP/LAP Payments	
			Preparation of EP/EC and indent
			Payment of compensation & allowances to non-titled EPs
			Award (record) collection from DC office by RAP consultants
			Preparation of CCL statements by RAP consultant
			Payment of land compensation
		Relocation Status (Vacating & Relocating)	
			No. of Non-Titled EPs vacated embankment
			No. of Titled EPs vacated embankment
			Relocation of titled PAPs from embankment
		Environmental	
Environmental	Afforestation		
		Mangrove	
			Seeded
			Maintained During DLP

			Maintenance Arrangements
			Surviving After DLP
		Institutional	
Institutional			
	Project Organization		
		Positions Filled	
		PSC Meetings	
	Training		
		BWDB	
			Resettlement
			M&E / Project Management
			Coastal Monitoring
			Contract Management
			Other Topics
		WMO/Polder Committees	
		PAPs	
		Other Participants	
	WMOs/Polder Committees		
		Formation	
		Functioning	
		Others Physical Progress without Target	
		Social	
Social			
	RAP and LAP Development		
		RAP Preparation	
			Consultations (no)
	RAP Implementation		
		Formation of Committees	
			Focus Group Form
		Consultation and Notices	
			Distribution of Information Brochures to PAPs
			Focus Group Discussions-R1
			Focus Group Discussions-R2
			Focus Group Discussions-R3
			Focus Group Discussions-R4
		GRM	
			Grievance Status-No. of grievances Recorded

			Grievance Status-No. of Grievances Resolved
			Grievance Status-No. of Resolutions Fully Implemented
			Grievance Status-No. Pending Resolution
			Grievance Status-No. Pending Implementation
			Grievance Type-T1
			Grievance Type-T2
			Grievance Type-T3
			Grievance Type-Others
			Level Grievance Resolved-GRC
			Level Grievance Resolved-DC
			Level Grievance Resolved-arbitration
		Environmental	
Environmental	Afforestation		
		Tree Crops	
		Institutional	
Institutional			
	Project Organization		
		Field Visits	
	Improved Coastal Monitoring		

After clicking on the Physical Progress Work Data Entry under Data Entry Forms, the user gets the pull-down menu as shown in figure-14.

Figure 14: Physical Progress Work Data Entry Screen



Now, user can start data entry using the steps below for Physical Progress Work Data Entry as shown in the lower part of figure-14.

1. Choose "Package No" in Package no filed
2. After choosing package no, Polder no field will be active, if user choose package-1 in package no field, polder no will be shown under Package-1 then user choose Polder No.
3. Choose Main tab name in Main tab field
4. Choose Second tab name in Second tab field
5. Choose Third tab name in Third tab field
6. Choose Indicator Name in Indicator tab field
7. Choose Year in Year tab field
8. Choose Quarter in Quarter tab field

9. Enter Target value in Target tab field
10. Enter Projection value in Project tab field
11. Enter Progress value in Progress tab field
12. Enter Remarks in Remarks tab field

To save all the data click Insert Data

To view all inserted data click View Data

After clicking View Data, the user can edit and delete previously entered data, as shown in figure-15.

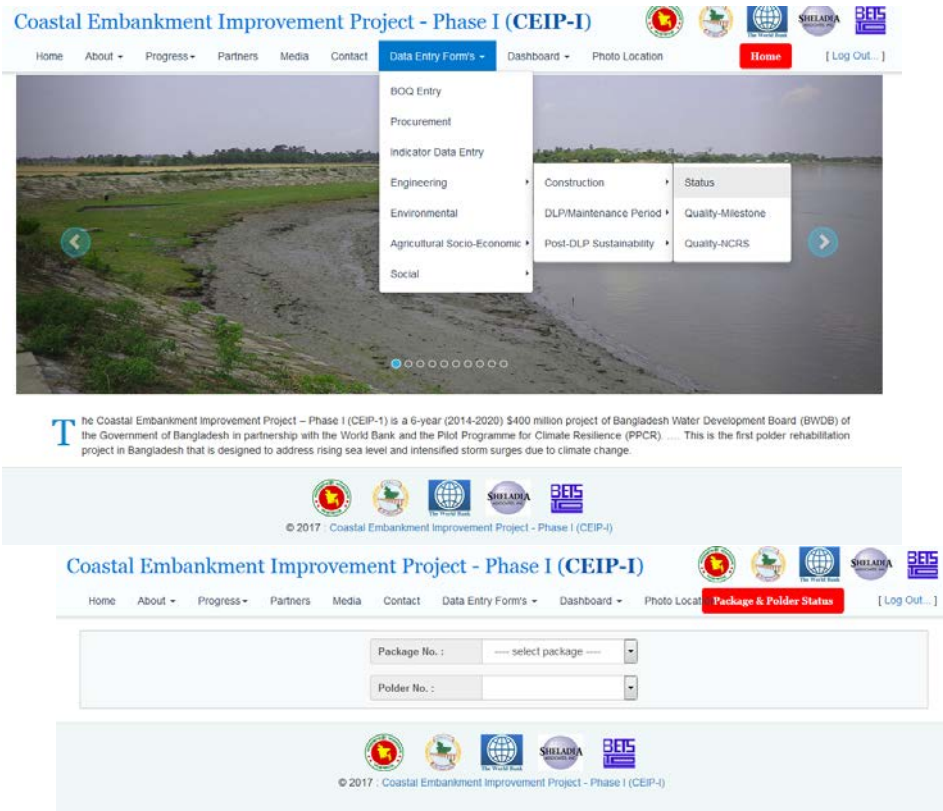
Figure 15: Edit and delete screen of Physical Progress Work Data Entry

	Target	Projection	Progress	Quarter	Year
	0	0	0	Q4	2015-2016
	0	0	0.10978	Q1	2016-2017
	0.3	0.3	0.31662	Q2	2016-2017
	0.3	0.3	0	Q3	2016-2017
	0.1	0.1	0.14626	Q4	2016-2017
	0	0	0	Q1	2017-2018
	0.2	0.2	0	Q2	2017-2018
	0.2	0.2	0	Q3	2017-2018

3.5: Status under Construction of Engineering (Milestones)

After clicking on the Status sub tab under construction of engineering sub tab under Data Entry Forms, the user gets the pull-down menu as shown in figure-16.

Figure 16: Status sub tab under construction of engineering data entry screen



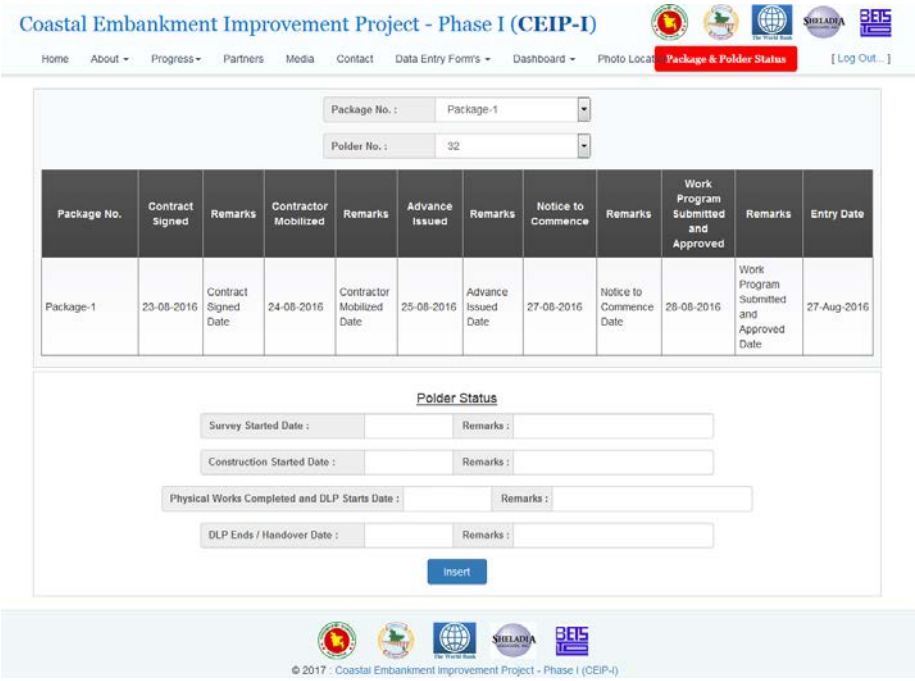
Now, the user can start data entry using the steps below for Status under construction of engineering as shown in the lower part of figure-16.

1. Choose "Package No" in Package no filed. After choosing package no, the figure-17 will appear. These data have already been entered into the database, so the user doesn't need to enter data for package no. User will enter data for polder no.

Figure 17: Status under construction of engineering

2. After choosing package no, Polder no field will be active, if the user chose package-1 in package no field for example, then the polder nos under Package-1will be shown. The user will now choose the Polder No. After choosing polder no, figure-18 will appear.

Figure 18: Data Entry Screen of Status under Construction of Engineering



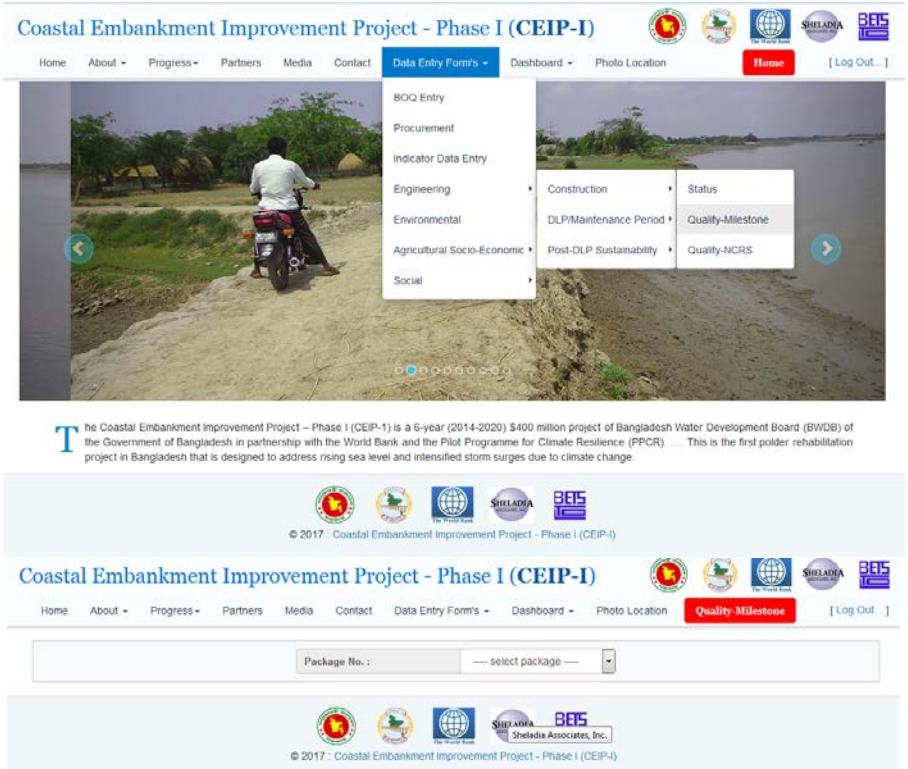
3. Select date of survey status and if remarks is required, write here.
4. Select date of construction started and if remarks is required, write here.
5. Select date of physical works completed and DLP starts and if remarks is required, write here.
6. Select date of DLP ends/handover and if remarks is required, write here.

To save all the data click

3.6: Quality Milestone under Construction of Engineering

After clicking on the Quality Milestone sub tab under construction of engineering sub tab under Data Entry Forms, the user gets the pull-down menu as shown in figure-19.

Figure 19: Quality Milestone sub tab under construction of engineering data entry screen



Now, the user can start data entry using the steps below for Quality Milestone under construction of engineering as shown in the lower part of figure-20

1. Choose "Package No" in Package no field
2. After choosing package no, figure-20 will appear for data entry of Quality Milestone under construction of engineering.

Figure 20: Data Entry Screen of for Quality Milestone under construction of engineering

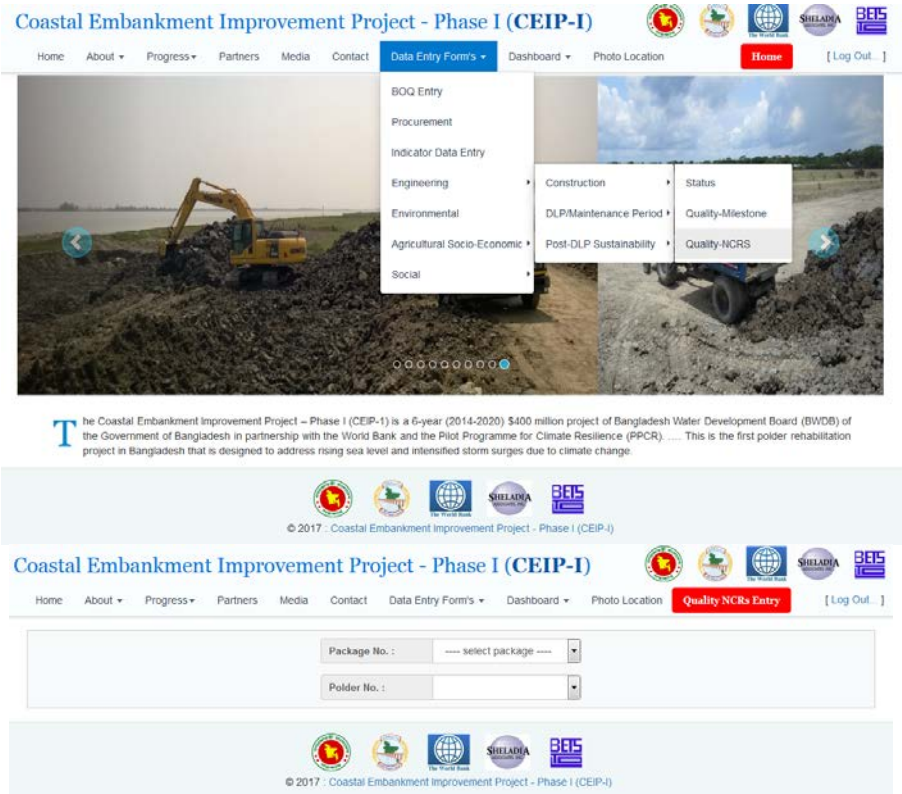
3. Choose year in Milestone year field
4. Choose quarter in Milestone quarter field
5. Select date of Qty. Control Manual Draft and if remarks is required, write here
6. Select date of Qty. Control Manual Final and if remarks is required, write here
7. Select date of Final Handover Punch list and if remarks is required, write here
8. Select date of Punch list Satisfied and if remarks is required, write here

To save all the data click Insert

3.7: Quality Milestone under Engineering Construction Works and Environment

After clicking on the Quality Milestone sub tab under construction of engineering sub tab under Data Entry Form's, the user gets the pull-down menu as shown in figure-21.

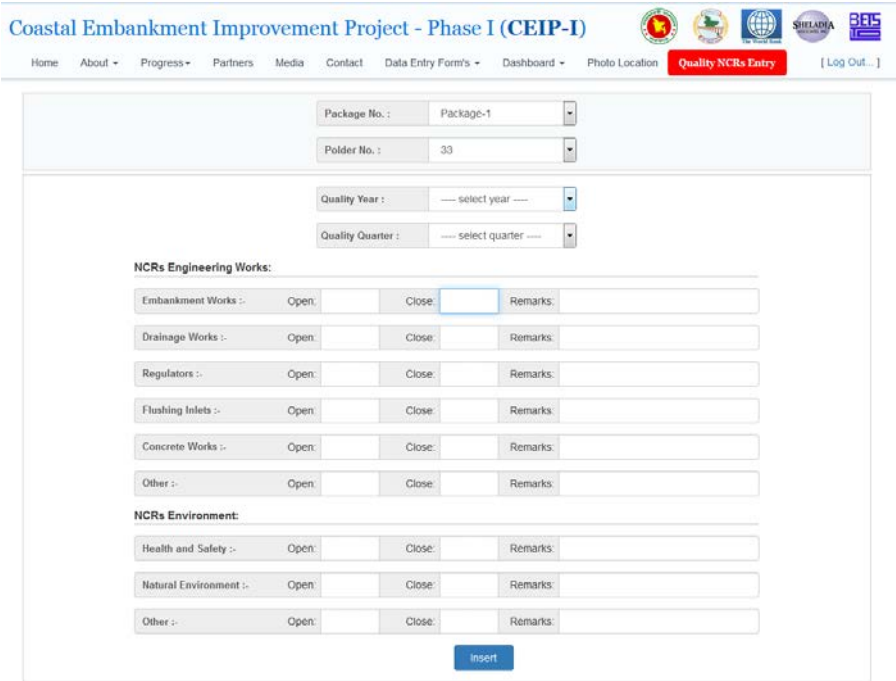
Figure 21: Quality Milestone sub tab under construction of engineering data entry screen



Now, the user can start data entry using the steps below for Quality Milestone under engineering construction works and environment as shown in the lower part of figure-21

1. Choose "Package No" in Package no field
2. After choosing package no, Polder no field will be active. If the user chooses package-1 in package no field, polder no of Package-1 will be shown under Package-1. Then the user chooses the Polder No.
3. After choosing the Polder no, figure-22 will be appear for data entry of Quality NCRs under engineering construction works and environment.

Figure 22: Data Entry Screen of for Quality NCRs under engineering construction works and environment



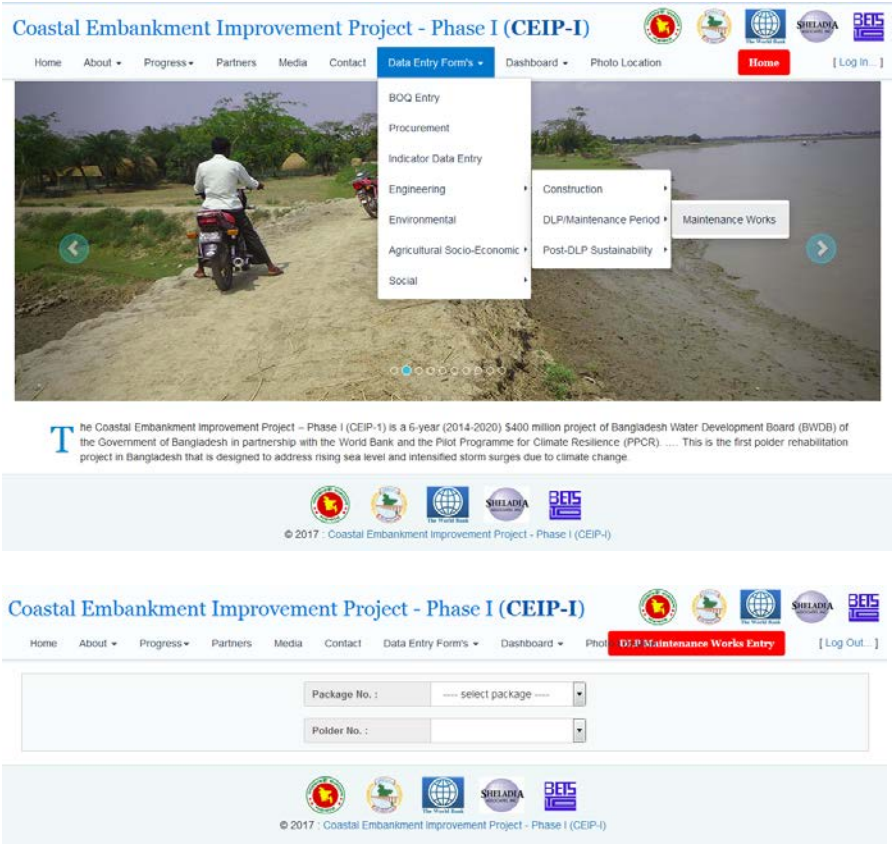
4. Choose year in Milestone year field
5. Choose quarter in Milestone quarter field
   NCRs Engineering Works
6. Enter open and close no in engineering works field and if remarks is required, write here
7. Enter open and close no in Drainage Works field and if remarks is required, write here
8. Enter open and close no in Regulators field and if remarks is required, write here
9. Enter open and close no in Flushing Inlets field and if remarks is required, write here
10. Enter open and close no in Concrete Works field and if remarks is required, write here
11. Enter open and close no in Other field and if remarks is required, write here
    NCRs Environment
12. Enter open and close no in Health and Safety field and if remarks is required, write here
13. Enter open and close no in Natural Environment field and if remarks is required, write here
14. Enter open and close no in Other field and if remarks is required, write here

To save all the data click Insert

3.8: Maintenance Work under DLP/Maintenance Period of Engineering

After clicking on the Quality Milestone sub tab under construction of engineering sub tab under Data Entry Forms, the user gets the pull-down menu as shown in figure-23.

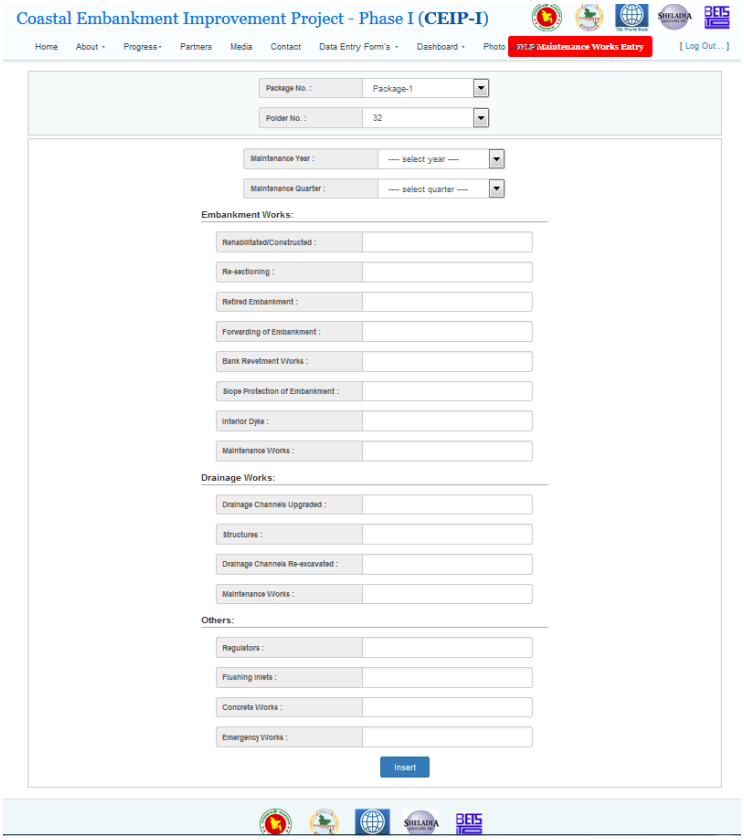
Figure 23: Maintenance Work under DLP/Maintenance Period of Engineering screen



Now, the user can start data entry in the below step for Maintenance Work under DLP/Maintenance Period of Engineering in lower part of figure-23

1. Choose "Package No" in Package no field
2. After choosing package no, Polder no field will be active. If the user chooses package-1 in package no field, polder nos of Package-1 will be shown under Package-1. Then the user chooses Polder No.
3. After choosing polder no, figure-20 will appear for data entry of Maintenance Work under DLP/Maintenance Period of Engineering.

Figure 24: Data Entry Screen of Maintenance Work under DLP/Maintenance Period of Engineering



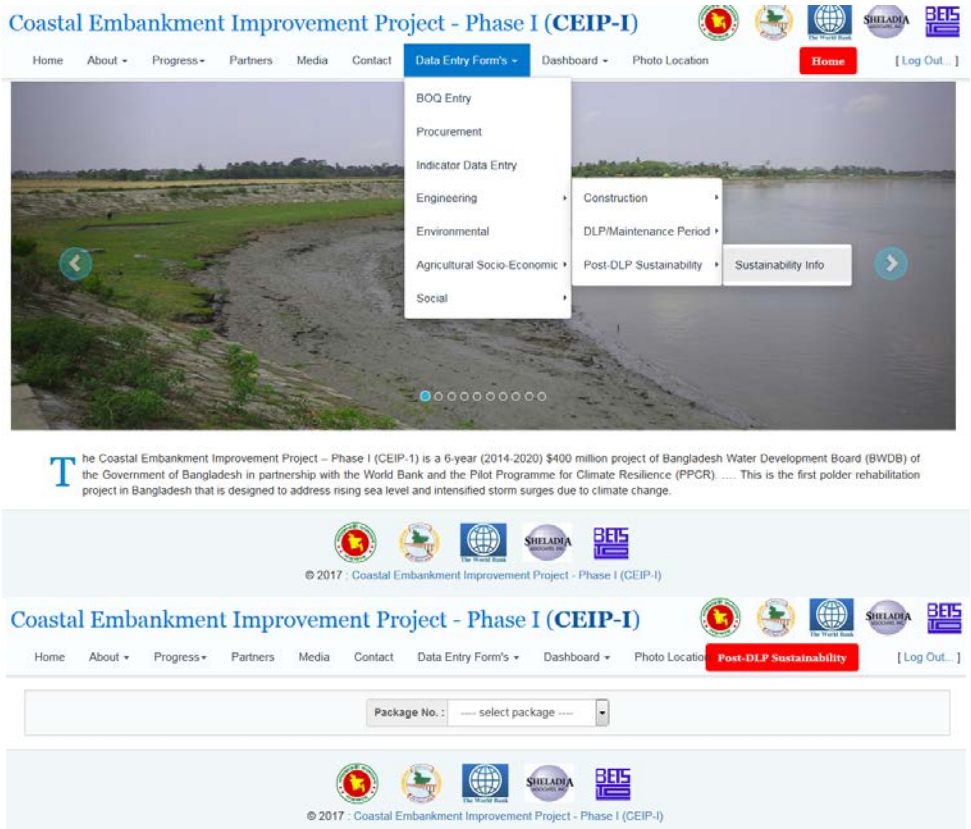
4. Choose year in Milestone year field
5. Choose quarter in Milestone quarter field
   Embankment Works:
6. Enter no in Rehabilitated/Constructed field and if remarks is required, write here
7. Enter no in Re-sectioning field and if remarks is required, write here
8. Enter no in Retired Embankment field and if remarks is required, write here
9. Enter no in Forwarding of Embankment field and if remarks is required, write here
10. Enter no in Bank Revetment Works field and if remarks is required, write here
11. Enter no in Slope Protection of Embankment field and if remarks is required, write here
12. Enter no in Interior Dyke field and if remarks is required, write here
13. Enter no in Maintenance Works field and if remarks is required, write here
    Drainage Works:
14. Enter no in Drainage Channels Upgraded and if remarks is required, write here
15. Enter no in Structures field and if remarks is required, write here
16. Enter no in Drainage Channels Re-excavated field and if remarks is required, write here
17. Enter no in Maintenance Works field and if remarks is required, write here
    Others:
18. Enter no in Regulators field and if remarks is required, write here
19. Enter no in Flushing Inlets field and if remarks is required, write here
20. Enter no in Concrete Works field and if remarks is required, write here
21. Enter no in Emergency Works field and if remarks is required, write here

To save all the data click

3.9: Maintenance Work under DLP/Maintenance Period of Engineering

After clicking on the Quality Milestone sub tab under construction of engineering sub tab under Data Entry Form's, the user get as shown in figure-25.

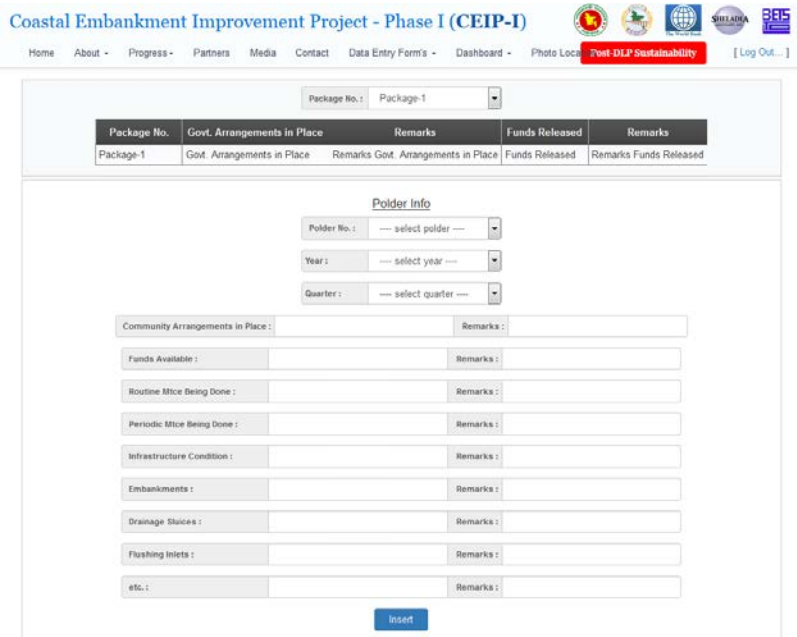
Figure 25: Maintenance Work under DLP/Maintenance Period of Engineering screen



Now, user can start data entry in the below step for Maintenance Work under DLP/Maintenance Period of Engineering in lower part of figure-25

1. Choose "Package No" in Package no filed. After choosing package no, the figure-26 will be appear. This data have already entered in to the database, so, user doesn't need to enter data for package no. User will enter data for polder no.

Figure 26: Maintenance Work under DLP/Maintenance Period of Engineering



2. Choose polder no in polder no field
3. Choose year in year field
4. Choose quarter in quarter field

   Embankment Works:

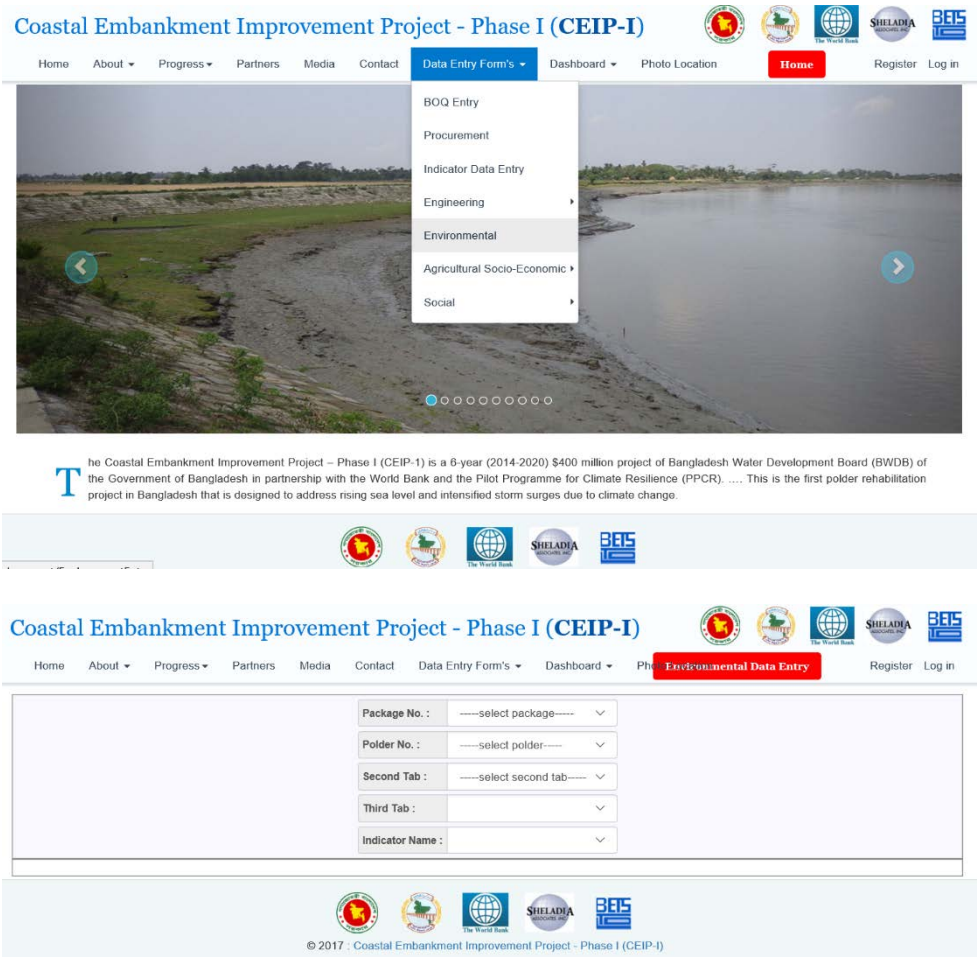
5. Enter no in Community Arrangements in Place field and if remarks is required, write here
6. Enter no in Funds Available field and if remarks is required, write here
7. Enter no in Routine Mtce Being Done field and if remarks is required, write here
8. Enter no in Periodic Mtce Being Done field and if remarks is required, write here
9. Enter no in Infrastructure Condition field and if remarks is required, write here
10. Enter no in Embankments field and if remarks is required, write here
11. Enter no in Interior Dyke field and if remarks is required, write here
12. Enter no in Flushing Inlets field and if remarks is required, write here
13. Enter no in etc. field and if remarks is required, write here

To save all the data click

3.10: Environmental Data Entry

After clicking on the Quality Milestone sub tab under construction of engineering sub tab under Data Entry Forms, the user gets the pull-down menu as shown in figure-27.

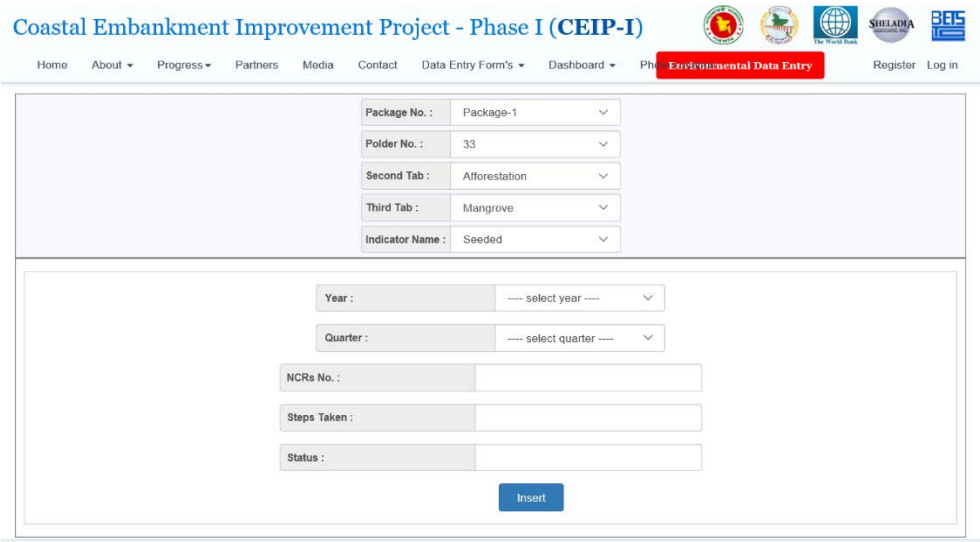
Figure 27: Environmental Data Entry screen



Now, the user can start data entry using the steps below for Environmental aspects as shown in the lower part of figure-27

1. Choose "Package No" in Package no filed
2. After choosing package no, Polder no field will be active. If the user chooses package-1 in package no field, Package-1 polder nos will be shown under Package-1. Then the user chooses the Polder No.
3. Choose Main tab name in Main tab field
4. Choose Second tab name in Second tab field
5. Choose Third tab name in Third tab field
6. Choose Indicator Name in Indicator tab field. After choosing indicator name figure-28 will be appear for environmental data entry.

Figure 28: Environmental Data Entry Screen



7. Choose Year in Year tab field
8. Choose Quarter in Quarter tab field
9. Enter no in NCRs no field
10. Write "what step taken" in steps taken field
11. Write "status" in status field

To save all the data click

3.11: Agricultural/Socio-Economic Data Entry

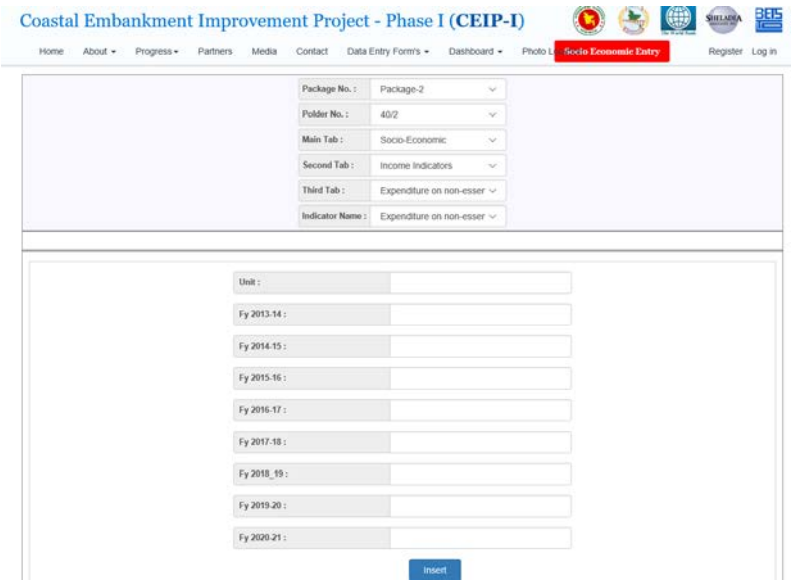
After clicking on Agricultural/Socio-Economic under Data Entry Forms, the user gets the pull-down menu as shown in figure-29.

Figure 29: Agricultural/Socio-Economic Data Entry Screen

Now, the user can start data entry using the steps below for Progress Data Entry in lower part of figure-29.

1. Choose "Package No" in Package no filed
2. After choosing package no, Polder no field will be active. If the user chooses package-1 in package no field, then Package-1 polder nos will be shown under Package-1. Then the user chooses the Polder No.
3. Choose Agricultural/Socio-Economic in Main tab field
4. Choose Second tab name in Second tab field
5. Choose Third tab name in Third tab field
6. Choose Indicator Name in Indicator tab field. After choosing indicator name in figure-30, the fields will appear for agricultural/socio-economic data entry.

Figure 30: Agricultural/Socio-Economic Data Entry Screen



User can enter data in the below steps in figure -30

1. Enter "Unit" in Unit field
2. Enter "nos" in Fy 2013-14 field
3. Enter "nos" in Fy 2014-15 field
4. Enter "nos" in Fy 2015-16 field
5. Enter "nos" in Fy 2016-17 field

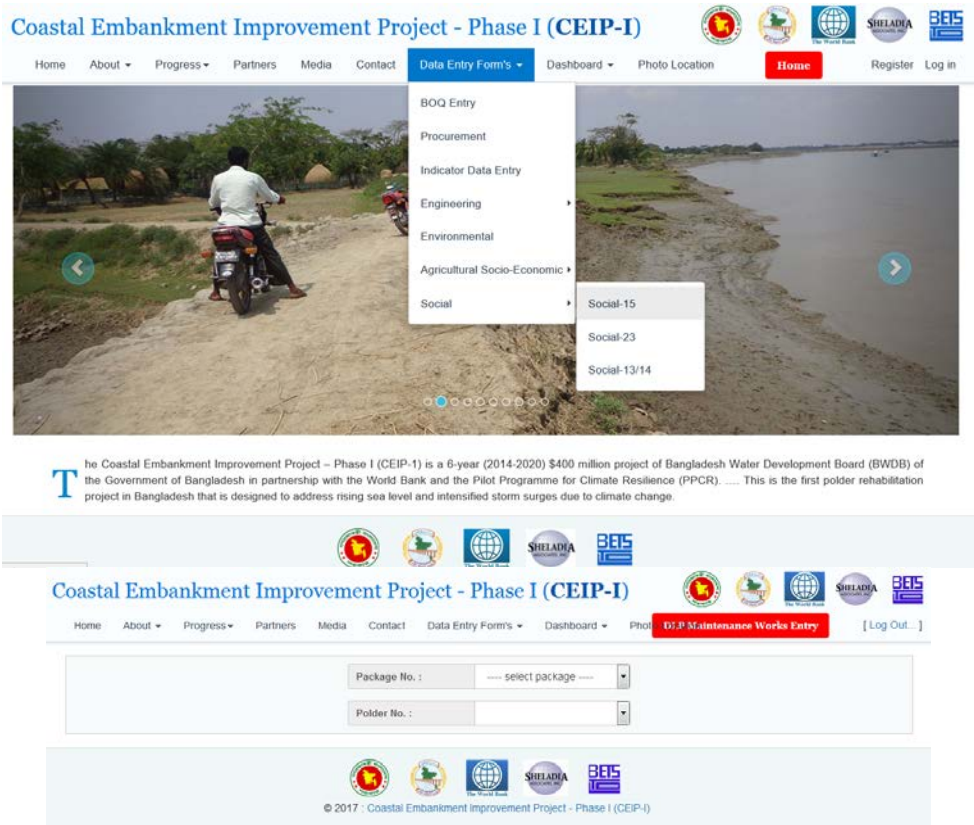
6. Enter “nos” in Fy 2017-18 field
7. Enter “nos” in Fy 2018-19 field
8. Enter “nos” in Fy 2019-20 field
9. Enter “nos” in Fy 2020-21 field

To save all the data click Insert

3.12: Socio part-A

After clicking on Socio Part-A sub tab of Socio under Data Entry Forms, the user gets the pull-down menu as shown in figure-31.

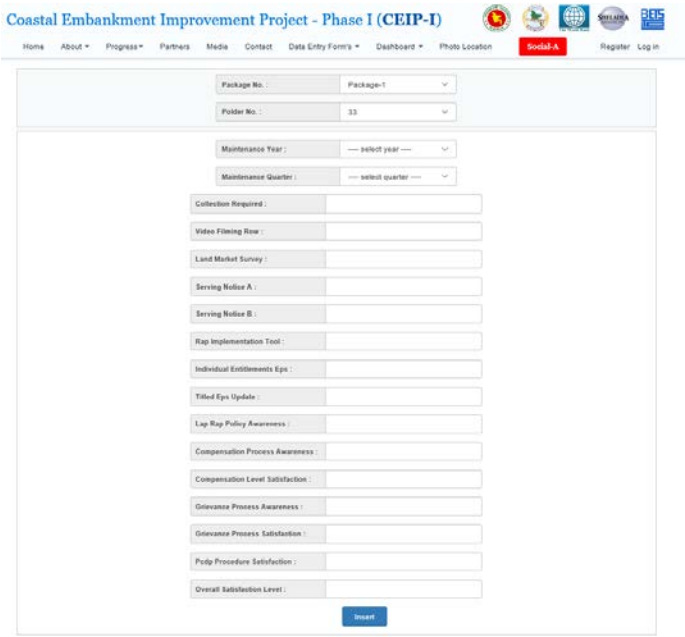
Figure 31: Socio Part-A screen



Now, the user can start data entry using the steps below for Socio Part-A as shown in the lower part of figure-31

1. Choose “Package No” in Package no field
2. After choosing package no, Polder no field will be active. If the user chooses package-1 in package no field, the Package-1 polder nos will be shown under Package-1. Then the user chooses the Polder No.
3. After choosing polder no, figure-32 will appear for data entry of Socio Part-A.

Figure 32: Data Entry Screen of Socio Part-A



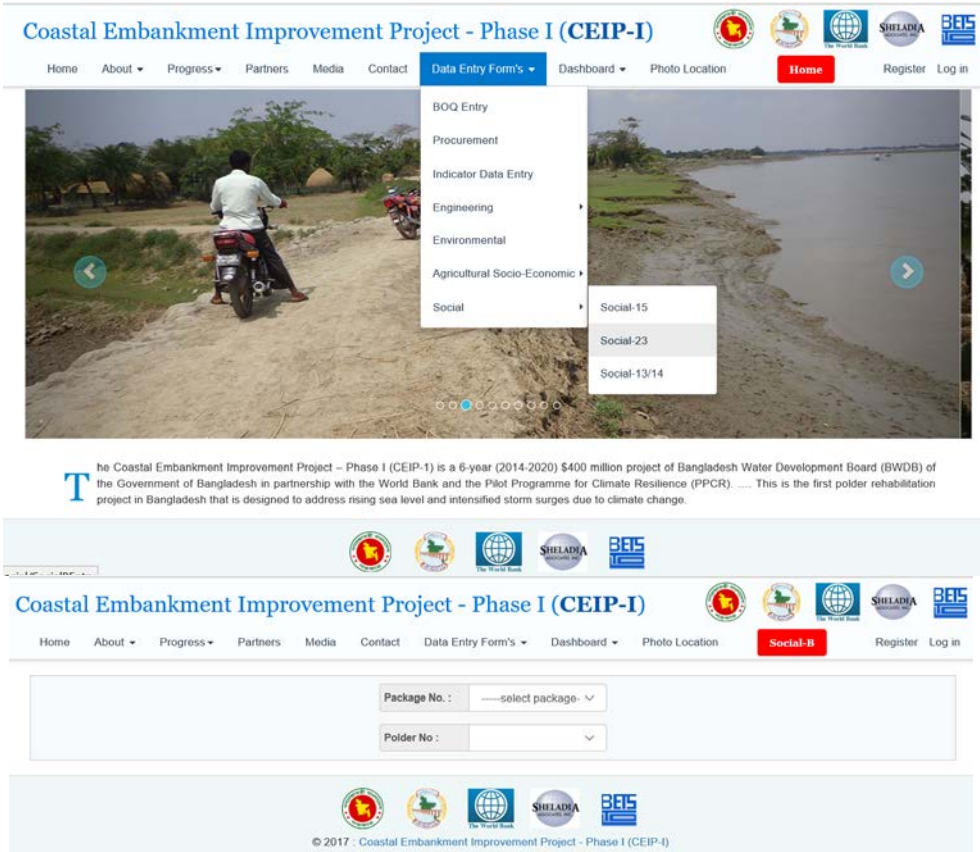
4. Choose year in Milestone year field
5. Choose quarter in Milestone quarter field
6. Enter Value in Collection Require field.
7. Enter Value in Video Filming Row field.
8. Enter Value in Land Market Survey field.
9. Enter Value in Serving Notice A field.
10. Enter Value in Serving Notice B field.
11. Enter Value in RAP Implementation Tool field.
12. Enter Value in Individual Entitlements Eps field.
13. Enter Value in Titled Eps Update field.
14. Enter Value in Lap Rap Policy Awareness field.
15. Enter Value in Compensation Process Awareness field.
16. Enter Value in Compensation Level Satisfaction field.
17. Enter Value in Grievance Process Awareness field.
18. Enter Value in Grievance Value Satisfactions field.
19. Enter Value in PCDP Procedure Satisfaction field.
20. Enter Value in Overall Satisfaction Level field.

To save all the data click

3.13: Socio part-B

After clicking on Socio Part-B sub tab of Socio under Data Entry Form's, the user gets the pull-down menu as shown in figure-29.

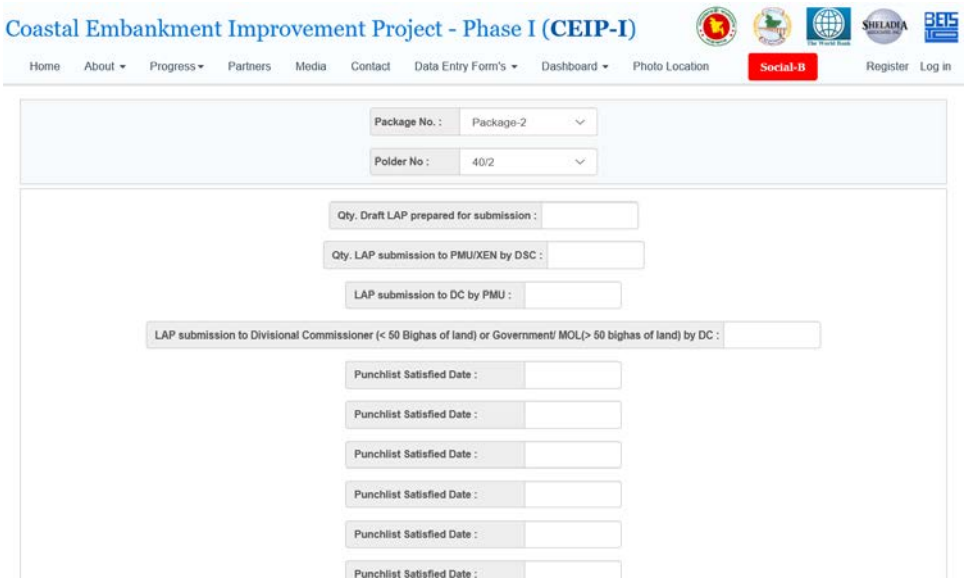
Figure 33: Socio Part-B screen



Now, user can start data entry in the below step for Socio Part-A in lower part of figure-33

1. Choose "Package No" in Package no field
2. After choosing package no, Polder no field will be active. If the user chooses package-1 in package no field, the Package-1 polder nos will be shown under Package-1. Then the user chooses Polder No.
3. After choosing polder no, figure-34 will appear for data entry of Socio Part-B.

Figure 34: Data Entry Screen of Socio Part-B



RAP Approval:

4. Enter value in complete eparation of Draft RAP & submission to PMU field.
5. Enter value in Comments from PMU & M&E Consultants on RAP field.
6. Enter value in Revised RAP submitted to PMU by DSC field.
7. Enter value in Comments from WB field.
8. Enter value in Final RAP submitted to PMU field.
9. Enter value in Final RAP first submitted by PMU to WB field.
10. Enter value in Final RAP finally submitted by PMU to WB field.
11. Enter value in Approval of RAP from WB field.

LAP Preparation:

12. Enter value in Draft LAP prepared for submission field.
13. Enter value in LAP submission to PMU/XEN by DSC field.

LAP Approval:

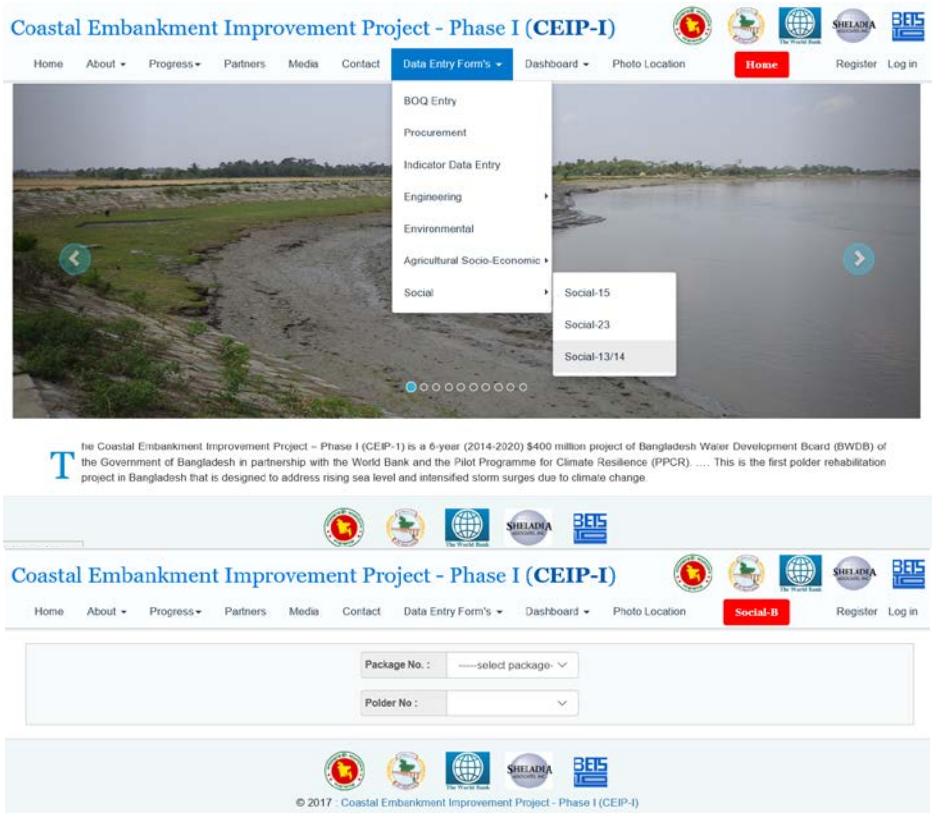
14. Enter value in LAP submission to DC by PMU field.
15. Enter value in LAP submission to Divisional Commissioner (< 50 Bighas of land) or Government/ MOL (> 50 bighas of land) by DC field.
16. Enter value in LAP Approved by Divisional commissioner or Government/MOL field.
17. Enter value in Serving Notice u/s 3 by DC field.
18. Enter value in Formation of JVC field.
19. Enter value in Joint verification survey of affected properties commenced field.
20. Enter value in Joint verification survey of affected properties completed field.

To save all the data click

3.13: Socio part-C

After clicking on Socio Part-C sub tab of Socio under Data Entry Forms, the user gets the pull-down menu as shown in figure-35.

Figure 35: Socio Part-C screen



Now, the user can start data entry using the steps below for Socio Part-C as shown in the lower part of figure-35.

1. Choose "Package No" in Package no field
2. After choosing package no, Polder no field will be active. If the user chooses package-1 in package no field, Package 01 polder nos will be shown under Package-1. Then the user chooses the Polder No.
3. After choosing polder no, figure-36 will appear for data entry of Socio Part-C.

Figure 36: Data Entry Screen of Socio Part-C

4. Enter no in GR no field.
5. Enter value in GR Type field.
6. Choose date in Register date field.
7. Choose date in resolved date field.
8. Choose date in executed date field.

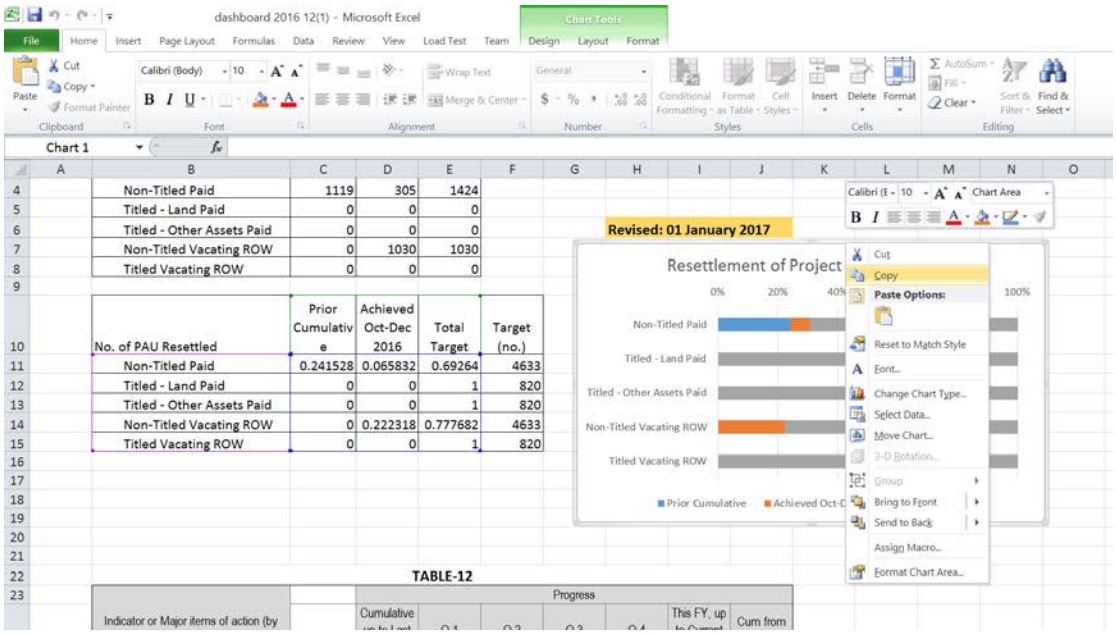
To save all the data click

Chapter-4: Update Dashboard Images

The data manager will get actual data as MS Word/MS Excel and will have to convert the doc or xls file to image file. All image files will have to be portable network graphics (png) format. Now, user can start to edit the image following the steps below for dashboard update.

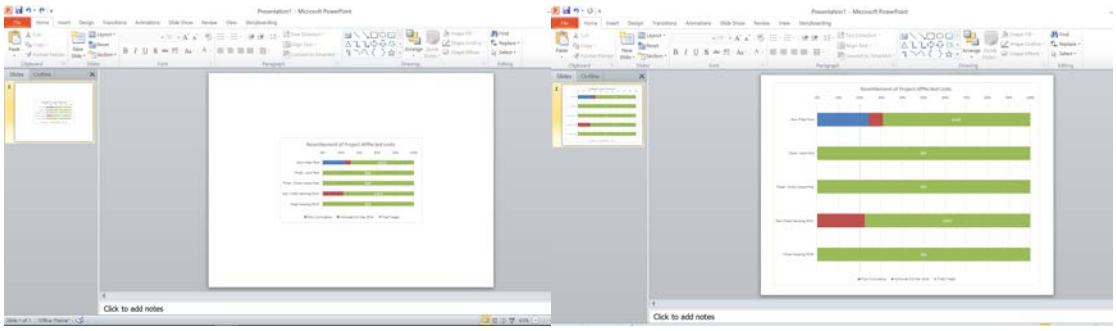
1. Open xls/doc file like dashboard_2016_12.xls
2. Select & copy the chart, which one you will convert from chart to image (png) file, as shown in figure-37.

Figure 37: Copy data from xls file for upload to Dashboard



3. Open new MS Power Point and paste in empty Power Point layout and make it maximum, as shown in figure-38.

Figure 38: Past data in to Power Point for upload to Dashboard



4. Now, right click the image and convert to png file, as shown in figure-39 and figure-40

Figure 39

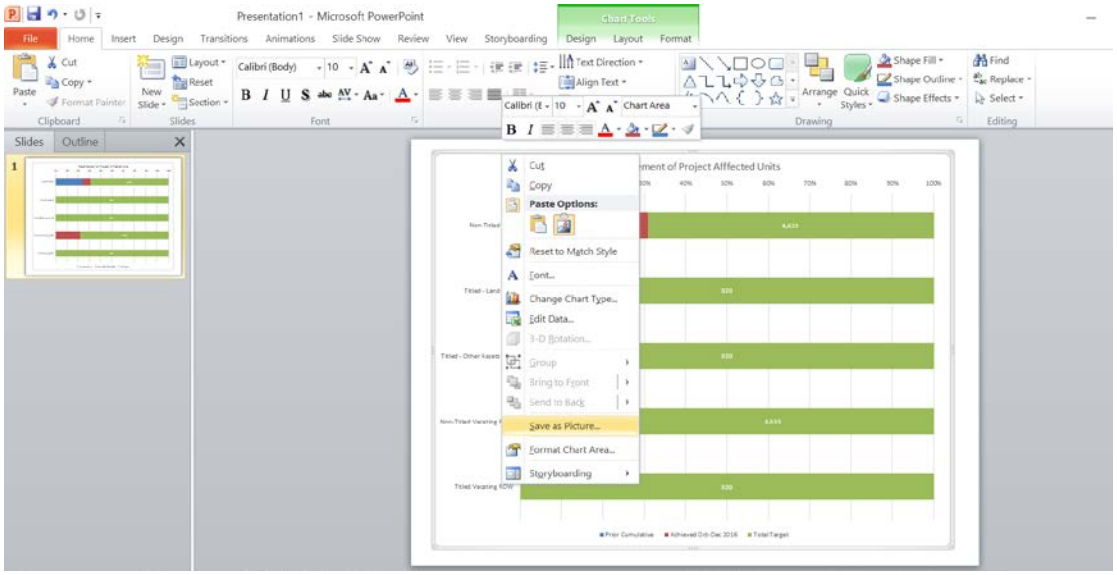
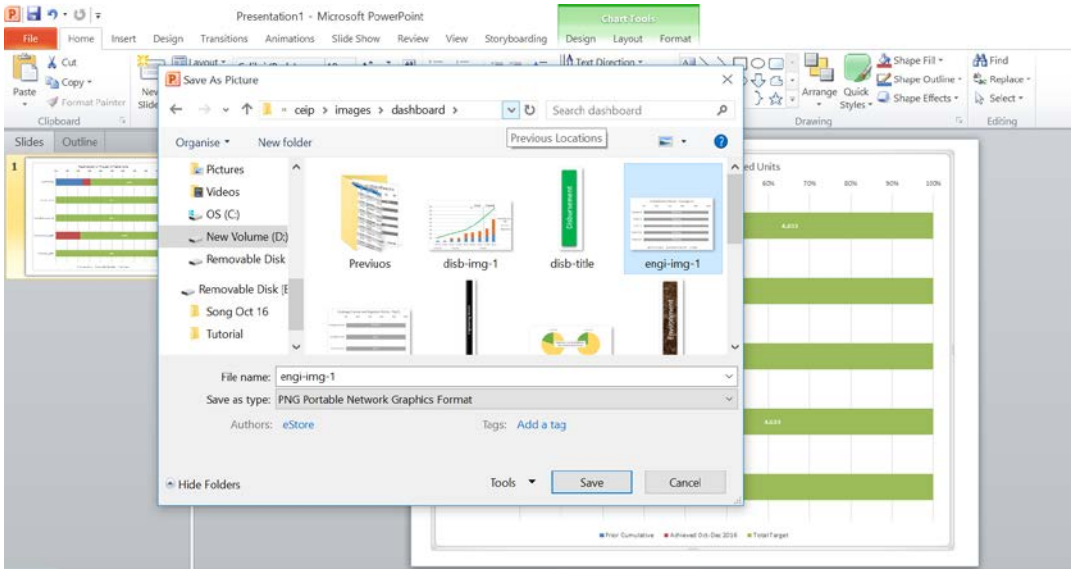


Figure 40



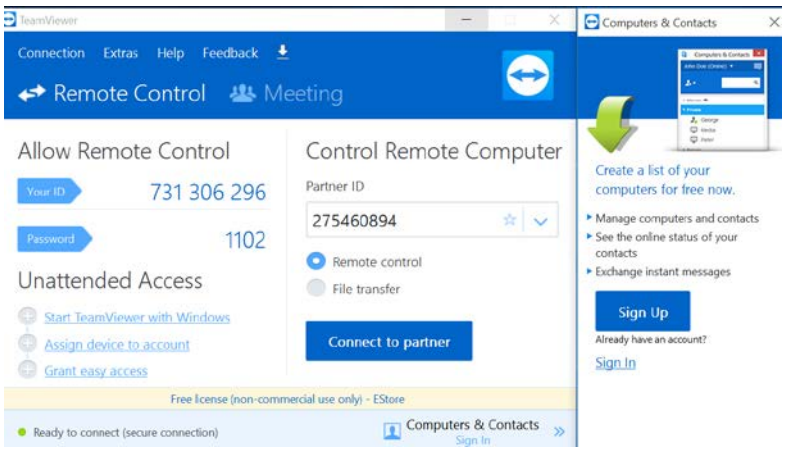
5. Save the image as eng-img1.png
6. Now, the data manager will do the same procedure for preparation of image for Dashboard, as shown in table-5

Table-5: Name of Image for Dashboard		
Sl. No.	Type of Category	Name of Image
1	Procurement	a. proc-img-1 b. proc-img-2
2	Engineering Works	a. engi-img-1 b. engi-img-2 c. engi-img-3 d. engi-img-4
3	Resettlement	a. rese-img-1 b. rese-img-2
4	Disbursement	a. disb-img-1
5	Institutions	a. inst-img-1
6	Environmental	a. envi-img-1

Now the data manager will transfer the entire above-described image in table-5 to server using following procedure:

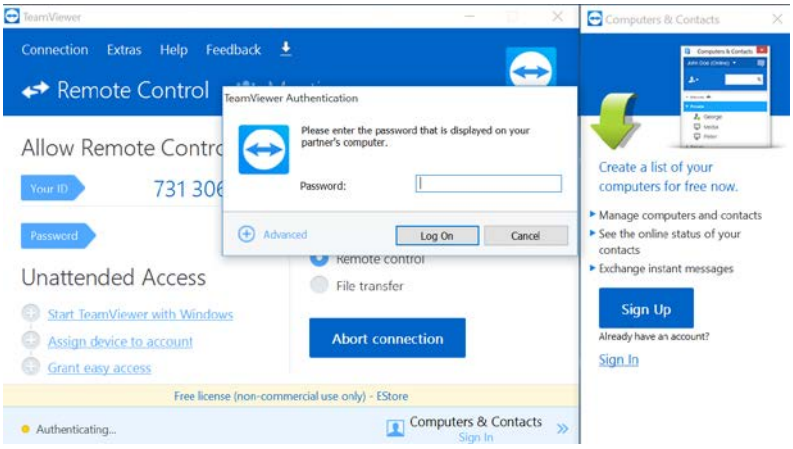
1. Open team viewer software, if you don't have team viewer software, download & install it (free for download and install)
2. Write partner id "275460894", showing in figure-37 and then click **connect to partner**.

Figure 41: Team Viewer Control Remote Computer interface



3. After click "**connect to partner",** figure-42 will be appearing for giving password (Password will be provided during training period).

Figure 42: Password for partner computer



4. Put password and click Log On and then, Sever desktop will be opened.
5. Click on **Files & Extras** and then click "**Open File Transfer**", showing in figure-36 for transfer file from local computer to server computer.
6. Open windows explorer and go to G:\CEIP-1\Apps\ceip\images\dashboard.
7. Delete all existing image in the server, which same files you save in local computer, showing in figure-43.

Figure 43

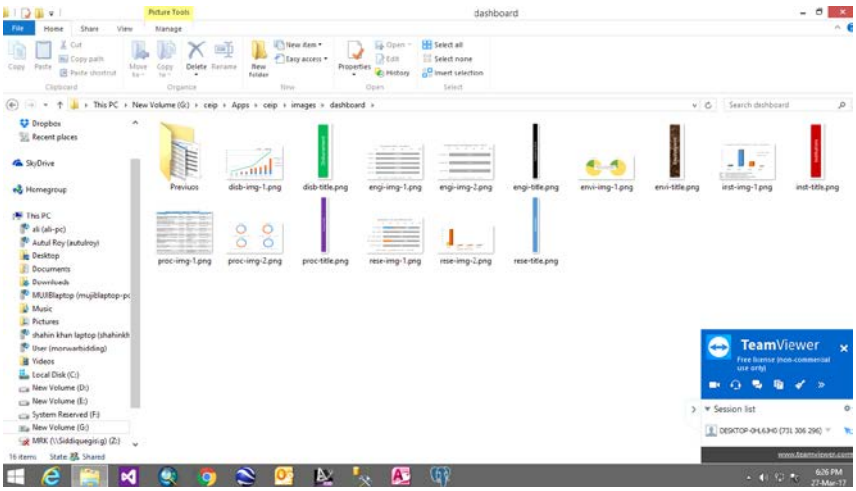
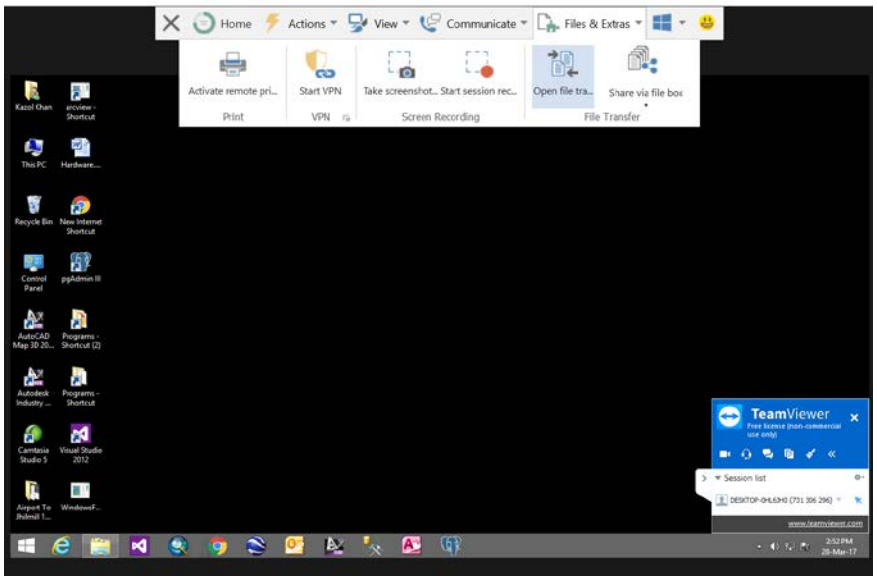
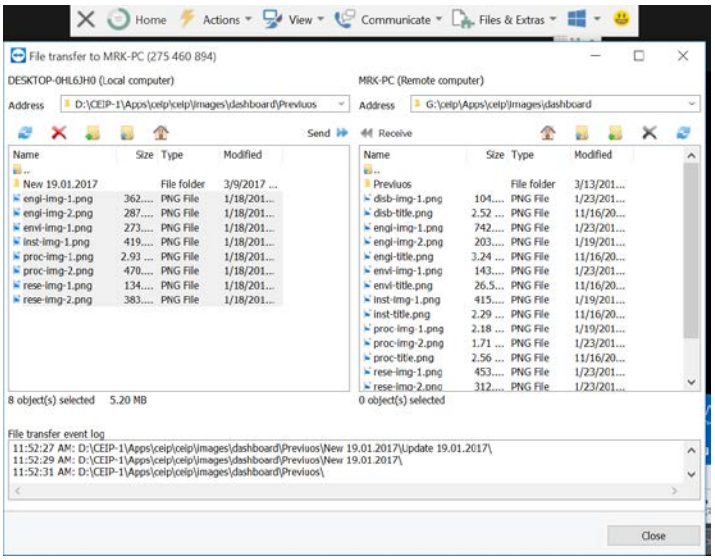


Figure 44: Transfer file from local computer to server



8. Go to local computer, where did save all image in the left side panel and right side page, go to G:\CEIP-1\Apps\ceip\images\dashboard, showing in figure-45
9. Now click "**Receive**" then all image receiving to server, showing in figure-45.

Figure 45: Transfering file from local computer to server



10. Click close to exit for end of process.